



**Franklin City Council Agenda**  
**May 13, 2019**  
**Franklin City Hall Council Chambers**  
**207 West 2<sup>nd</sup> Avenue**

**7:00 P.M.**  
**Regular Meeting**

**CALL TO ORDER. . . . . MAYOR FRANK M. RABIL**  
**PLEASE TURN OFF CELL PHONES. . . . . MAYOR FRANK M. RABIL**  
**PLEDGE OF ALLEGIANCE**  
**CITIZEN'S TIME**  
**AMENDMENTS TO AGENDA**

**1. CONSENT AGENDA:**

- A. Approval of April 22<sup>nd</sup> Regular Meeting Minutes and May 4<sup>th</sup> Retreat Minutes
- B. Recognition of Franklin City Public Schools Robotics Team

**2. FINANCE**

- A. Budget Amendment 2019-15
- B. 3<sup>rd</sup> Quarter Financial Overview
- C. Adoption of the FY 2019-2020 Budget Resolution
- D. Adoption of the FY 2019-2020 Electric Ordinance

**3. OLD/ NEW BUSINESS:**

- A. Consideration of a Performance Agreement with Repair Tech
- B. Nominations for School Board Seats for Ward 2, Ward 5, and Ward 6
- C. Presentation by Dan Crumpler
- D. Edmunds Update
- E. City Manager's Report

**4. COUNCIL/STAFF REPORTS ON BOARDS/COMMISSIONS**

**5. CLOSED SESSION**

I move that the Franklin City Council meet in closed session to discuss appointments to boards and commissions; to discuss a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its' facilities in the community; and, consultation with the City Attorney, employed by the City, regarding specific legal matters requiring legal advice pursuant to Virginia Code Section 2.2 – 3711 (A) (1), (5) & (8).

Motion Upon Returning to Open Session- I move that the only matters discussed during the closed session were those lawfully exempted from open meeting requirements and identified in the motion by which the closed session was convened.

**6. ADJOURNMENT**

## **UPCOMING ITEMS TO BE SCHEDULED**

The items below are intended to be reflective, and not inclusive of all subjects staff is working on to bring forward to City Council in the next two months. Both the time lines and subject matter are subject to change and should not be considered final.

<b><u>SUBJECT</u></b>	<b><u>TENTATIVE TIMELINE</u></b>
Joint Meeting with FRHA	May 16, 2019
Courthouse Presentation by Mike Johnson	June 10, 2019

Council held a regular meeting on Monday, April 22, 2019 at 7:00 p.m. in the Council Chambers at City Hall.

**Council Members in Attendance:** Frank Rabil, Mayor; Barry Cheatham, Vice-Mayor; Benny Burgess, Dr. Linwood Johnson, Wynndolyn Copeland, Bobby Cutchins, and Gregory McLemore

**Staff in Attendance:** Amanda Jarratt, City Manager; Taylor Williams, City Attorney; Russ Pace, Director of Public Works; Chad Edwards, Deputy Director of Public Works; Mark Bly, Director of Power & Light; Brenda Rickman, Commissioner of Revenue; Marcelette Wiggins, Deputy Commissioner of Revenue; Betty Tarkington, Real-Estate Clerk / Administrative Assistant; Thelma Vann, Accounting Clerk; Dinah Babb, Treasurer; Ann White, Director of Social Services; Mark Carr, Interim Emergency Services Director; Robert Porti, Interim Police Chief; Beth Lewis, Deputy Director of Community Development; Phil Sherman, Deputy Code Official; Dan Howe, Director of Downtown Franklin Association; Tracy Spence, Director of Finance; Frank Davis, Director of Parks & Recreation Department; Samara Green-Bailey, Programs Specialist; Jen Maynard, Voter Registrar; Sharon Kasper, Voter Administrative Assistant and Henri Porter, Public Works employee.

**Other Staff in Attendance:** Leesa Livesay and Katelyn Newsome, Acting Secretaries, Recording Minutes

#### **CALL TO ORDER**

Mayor Frank Rabil called the April 22, 2019, Regular City Council Meeting to order.

#### **CITIZEN'S TIME**

**William J. Kannon of 112 Page Street, Franklin, Virginia;** asked City Council how did the City of Franklin get in the current financial state that it is in and is anyone being held accountable for this. He also asked how much debt the City actually owed. Mr. Kannon also requested the goals for the City Manager and the Department Heads so they can be held accountable for their actions. Mr. Kannon requested to know how much money was spent on developing the Industrial Park and how much revenue the park has made. Mr. Kannon stated the citizens were misled about SPSA. The citizens were told the City was in good financial shape with SPSA but it is not.

#### **AMENDMENTS TO AGENDA**

Mayor Rabil asked if there were any Amendments to the Agenda.

There were none.

**CONSENT AGENDA**

**Approval of April 3<sup>rd</sup> Budget Work Session**

Mayor Rabil asked if there were any additions or corrections to the April 3<sup>rd</sup>, 2019, Budget Work Session.

There being none, Mayor Rabil asked for a motion of approval.

A motion was made by Councilman Linwood Johnson to approve the April 3<sup>rd</sup>, 2019, Budget Work Session.

The motion was seconded by Vice-Mayor Barry Cheatham.

The motion carried the vote by a 7-0 vote.

**April 8<sup>th</sup> Regular Meeting Minutes**

Mayor Rabil asked if there were any additions or corrections to the revised minutes from the April 8<sup>th</sup>, 2019, Regular City Council Meeting.

There being none, Mayor Rabil asked for a motion of approval.

A motion was made by Vice-Mayor Cheatham to approve the revised minutes from the April 8<sup>th</sup>, 2019, Regular City Council Meeting.

The motion was seconded by Councilman Linwood Johnson.

The motion carried the vote by a 7-0 vote.

**Building Safety Week Proclamation**

Vice-Mayor Barry Cheatham read the Building Safety Week Proclamation which proclaims the month of May 2019, as Building Safety Month.

Mayor Frank Rabil asked for a motion to proclaim May 2019, as Building Safety Month.

A motion was made by Vice-Mayor Cheatham to proclaim May 2019, as Building Safety Month.

The motion was seconded by Councilman Linwood Johnson.

The motion carried the vote by a 7-0 vote.

**Finance: Budget Amendment 2019-14**

City Manager Jarratt presented the Budget Amendment 2019-14. She explained that the 2018-2019 City Budget would be amended to transfer unspent appropriations in the amount of \$55,000.00 related to the Joint Water & Sewer Authority with Southampton County to the City Water & Sewer Capital Fund for Sewer System Improvements.

Mayor Rabil asked if there was any discussion or questions concerning the Budget Amendment 2019-14.

There being none, Mayor Rabil asked for a motion of approval.

A motion of approval was made by Councilman Gregory McLemore to approve the Budget Amendment 2019-14.

The motion was seconded by Councilwoman Wynndolyn Copeland.

The motion carried the vote by a 7-0 vote.

**OLD / NEW BUSINESS**

**Public Hearing Sale of Camp Family Homestead**

City Manager Jarratt gave a brief introduction of the Public Hearing for the sale of the Camp Family Homestead. She explained Franklin City Council will conduct a Public Hearing pursuant to Virginia Code Section 15.2-1800 (B) at its regular meeting to be held regarding the sale of property known as "The Camp Family Home place" situated on 2.215 acres of land located at 221 Homestead Road, Franklin, Virginia 23851 owned by the City of Franklin. The property is subject to easement in perpetuity granted the Commonwealth of Virginia, Virginia Board of Historic Resources, for the purposes for preserving the historic and architectural features of the house.

The City has identified no future City use for this property and directed staff to move forward with the process to sell the house.

Mayor Rabil opened the Public Hearing for anyone present to speak.

Being there were no one that wanted to speak, Mayor Rabil closed the Public Hearing.

A motion was made by Councilman Gregory McLemore to move forward with the proceedings of the Sale of the Camp Family Homestead.

The motion was seconded by Councilman Linwood Johnson.

The motion carried the vote by a 7-0 vote.

### Public Hearing FY 19-20 Budget

City Manager Jarratt gave brief introduction of the Public Hearing for the FY 19-20 Budget. She recapped the Power Point Presentation she had given at the previous Budget Work Sessions.

City Manager Jarratt informed Council of the following actions that needed to be taken on May 13, 2019.

- FY 2019 – 2020 Budget
- Set Tax Rates
- Adopt Budget Resolutions

Mayor Frank Rabil opened the Public Hearing for anyone that wanted to speak.

#### Speaker 1

**Dan Howe, Director of Downtown Franklin Association of 100 Gillette Court;** he expressed his appreciation to all of the volunteers of the Downtown Franklin Association (DFA). He also thanked his part-time secretary Ann which does a wonderful job. He also thanked City Staff for all of their support.

#### Speaker 2

**Whitt Harper, employed by Saunders & Ojeda, PPC.;** he acknowledges and appreciates the difficult job that City Council has, but spoke on the behalf of the DFA. He informed Council that DFA has assisted six new businesses starting up since 2017 as well as thirty businesses with expansions. DFA has issued thirty-seven grants which total over \$27,000.00 assisting downtown businesses with security systems, awnings, and repairs. DFA is responsible for The We-B-Jamming Concert Series, Christmas Open House, Downtown Trick or Treat, Fall Festival, and Market on Main. DFA has provided all of these services on a limited budget. He added with this budget cut some of the activities that DFA provide will cease to exist or no longer be free.

#### Speaker 3

**Bobby Tyler, resides at 112 Queens Lane, Franklin, Virginia;** he stated having a strong downtown is essential for every community. He stated since 1985 Council has strongly supported the Main Street Program. He asked what happened. He stated the decision to reduce DFA's budget by \$35,000.00 was discussed in Closed Session and fears that DFA will never know what brought about this decision. He added DFA has never been part of the problem, they have always been a solution to the problem. Again, He asked what happened. He stated for City Council to withdraw their support is a mistake. He then asked City Council to reconsider.

**Speaker 4**

**Jim Hart, resides at 24576 Delaware Road, Courtland, Virginia;** He has been a lifelong resident of the City of Franklin until three years ago. He is a property owner in Downtown Franklin as well as he has been a volunteer for numerous organizations He added it is obvious the hard work and commitment that has been put into Downtown and taking \$35,000.00 from the Downtown Franklin Association is not fair.

**Speaker 5**

**Betty Hadsell, a resident of the City of Franklin.** She informed Council she is 80 something years old and she grew up here. She added in the last few years the City has begun to grow and become the village and are we just going to throw it all away. She stated if you do away with the Downtown Franklin Association, Dan Howe and his assistant Ann; it's all over. The City will no longer continue to grow. We will not have anyone walking the streets trying to make the City grow. She stated let's work together. She stated let's become a community.

**Speaker 6**

**Will Hart, resides at 502 D Lee Street, Franklin, Virginia;** He informed Council, he also is a volunteer for DFA. He stated to take \$35,000.00 out of DFA's Budget, the City is not only taking away from the City but from the residents. Mr. Hart also spoke on the behalf of the Parks & Recreation Department and Emergency Services Department. He asked Council to not take funds from the Departments that help the Community in so many ways.

**Speaker 7**

**William J. Kannon, resides at 112 Page Street, Franklin, Virginia;** He complemented City Manager Jarratt on her Power Point Presentation but asked about the Trash Collection Fee. He suggested charging a vacancy tax on the vacated stores in the City's surrounding shopping centers.

Mayor Frank Rabil asked if there was anyone else that would like to speak at the Public Hearing.

There being none, he closed the FY 19-20 Public Hearing.

Mayor Frank Rabil asked for Council open discussion concerning the FY 19-20 Public Hearing.

Councilman Benny Burgess expressed his concerns about hearing the statement of cloak and dagger being used referring to Closed Session. He wanted to reassure everyone that the only things discussed in Closed Session are things that Council is supposed to discuss in Closed Session. Taylor Williams, IV, City attorney makes sure of this.

Councilman Burgess stated there are budget cuts being made in all Departments of the City not just certain ones. He added the City has arrived in this financial situation because there have been increases and the increases have not been passed onto the citizens. The City needs a tax increase in order to improve its financial situation.

Mayor Frank Rabil expressed his appreciation for everyone attending and expressing themselves in a civil manner at the Public Hearing. He stated the special tax as far as DFA goes is not being cut; that remains the same. The City has been obligated since 1985 to support the DFA with the special tax. The budget cuts will be on the operational side.

Councilman Linwood Johnson echoed the statements of Mayor Frank Rabil. He stated he has worked with Dan Howe on the Christmas Parade Committee and various other projects. He added Mr. Howe and the volunteers work very hard and if there is anything Council can do to help this situation, they will. Council has to work hard to keep from falling below the requirements of the State to remain a City and risk being penalized by the state. Councilman Johnson reassured everyone in attendance that the City would survive this situation by working together.

Councilman Bobby Cutchins stated he understands how everyone must feel, but it has been extremely hard to work through this budget. He stated these cuts that may take place is not because Council wants to do them; these cuts need to be done. He added the City is in a critical state at the moment. He stated he even asked could local government shut down like the Federal Government and take a look at the situation. He added Council has had Work Session after Work Session so Council is aware of how critical situation is and there has only been one or two citizens sitting in on these Work Sessions. Council wants and needs more citizens to participate in these sessions in order to get a better understanding of what is going on. He stated he was born and raised in this City as well as his family and children live here. He reassured everyone in attendance if there is anything Council can do to help this situation they will.

Councilman Gregory McLemore stated elections have consequences and does not agree with the cuts that possibly will be made. He stated he does not blame City Manager Jarratt or the newly elected members of Council. He added there are two accountants that serve on Council and we have poor fiscal management. He stated is not in favor of cutting DFA's budget by \$35,000.00, he thinks there are plenty other methods of cutting this budget. The City needs to spend accordingly and stop spending above its means. He stated he will not vote in favor of raising taxes. He then thanked everyone for coming out and joining the Public Hearing.

Vice-Mayor Barry Cheatham stated one of the main reasons the City is in the situation it's in is there has been no tax increase for the last ten years. We have cut extensively to keep these taxes down but the time has come to do something. He added Council will continue to work hard and to try to keep taxes down in the area and still provide overall service to everyone. He stated Council understands that DFA is an important part of the City, but please try to work with Council.

### **Edmunds Update**

City Manager Jarratt gave a brief update on the Edmunds System. She informed Council that issues with the Edmunds System are being addressed. The City is waiting on an update on the online billing portal.

City Manager Jarratt informed Council that test bills have been sent to BMS for review and once we get the results back which should be in forty-eight hours then we will issue our supplemental bills.



## City Manager's Report

City Manager Jarratt gave an update on open positions in the City. She stated that interviews for the position of Director of Parks and Recreation were held March 5<sup>th</sup> and March 7<sup>th</sup>, however, these are being delayed due to the budget process. The next wave of advertisements will include the Fire Chief and Finance Director. Airport Manager Jimmy Gray submitted his retirement effective June 20, 2019.

City Manager Jarratt informed Council that she and Vice-Mayor Barry Cheatham attended the HRPDC Meeting. HRPDC is launching a new initiative that can be reached online called Flood Fluent.org. This program is where citizens can obtain flood insurance whether or not the citizen's residence is located in a flood zone.

City Manager Jarratt also informed Council that the Parks & Recreation Department has experienced some vandalism. The windows located at the backdoors were shot out by a BB gun. This was reported to the police.

City Manager Jarratt then gave an update on the budget process. On May 13, 2019 City Council will consider action on FY 2019-2020 Budget, will set tax rates, and adopt budget resolutions.

She moved on to a general update. City Council had their session with Davenport regarding long term capital needs and the Courthouse costs on April 16<sup>th</sup> and City Manager Jarratt wants follow up questions sent to her. A local nonprofit organization has agreed to coordinate a celebration of the July 4<sup>th</sup> holiday on July 3<sup>rd</sup>. This will require some City support that is currently unbudgeted.

City Manager Jarratt updated Council on the following upcoming events:

- April 27, 2019: Franklin Cruise In Kick Off, Vintage Fair, and Automotive Swap Meet is scheduled to be held in Downtown Franklin and Franklin's Market on Main will be open from 9:00A.M. to 5:00P.M. in conjunction with this event.
- April 27, 2019: The Franklin Garden Tour; tickets are available at local area businesses.
- May 9, 2019: The Small Business Appreciation Cookout sponsored by Franklin Southampton Economic Development, Inc.; this event will take place at the fairgrounds. Let City Manager Jarratt know if you are available to serve.
- June 27, 2019: Mayor's Cup Blood Drive from 11:00 am to 3:00 pm at the Franklin Fire Department, sponsored by Red Cross

City Manager Jarratt stated she has been asked questions concerning the City's obligations concerning the new courthouse in Southampton County. She is currently analyzing the file that is in the City Manager's Office. Mr. Johnson gave a presentation back in July 10, 2018 regarding concepts of the courthouse She provided Council with a copy of a letter from Judge Eason concerning the courthouse. She asked if Council would be interested in reaching out to Southampton County and having them do a presentation for updates concerning the courthouse.

Mayor Rabil and Council agreed this is good idea.

## COUNCIL / STAFF REPORTS ON BOARDS / COMMISSIONS

Councilman Linwood Johnson informed Council the Food Bank of Southeastern Virginia and Eastern Shore launched the Food Hub Project for Southampton County for fresh fruits and vegetables. In the City of Franklin and Southampton County the food deficit is 27%. The City of Franklin has received a grant from the Obici Foundation in the amount of \$300,000.00 over the next three years to assist with the food issue in the City.

Councilman Johnson informed Council that he and Vice-Mayor Cheatham attended the Regional Board Meeting. He stated a company has been hired to review the bids for the new parking lot. He added the Medicare expansion program is working. He also attended the 61<sup>st</sup> Regional Jail and Sheriff's Conference last week.

Councilwoman Wynndolyn Copeland informed Council that she and Councilman Gregory Mclemore attended the Social Services Advisory Board Meeting. She added Gloria Wiggins gave a very informative presentation on Alzheimer's Disease. She added the cooling assistance program begins June 15, 2019 and ends August 15, 2019 and this program served 540 applicants.

Councilman Gregory McLemore informed Council that he and Councilman Linwood Johnson would be attending the Housing Authority Board Meeting on Wednesday, April 24, 2019. He also added he and Mayor Rabil participated in the interview for the potential Chief of Police.

Mayor Frank Rabil informed Council he attended the meeting with the schools. The schools did a presentation on some of the programs the schools offer the local realtors in the area.

#### CLOSED SESSION

Mayor Rabil asked for a motion to go into Closed Session.

Councilwoman Wynndolynn Copeland moved that the Franklin City Council meet in closed session to discuss appointments to boards and commissions; to discuss a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its' facilities in the community and, consultation with the City Attorney, employed by the City, regarding specific legal matters requiring legal advice pursuant to Virginia Code Section 2.2 – 3711 (A) (1), (5) & (8).

The motion was seconded by Councilman McLemore.

The motion carried the vote by a 7-0 vote.

A motion was made by Councilwoman Copeland with a second from Benny Burgess to leave closed session. The vote was 7-0.

A motion was made by Councilman Burgess with a second from Councilman Cheatham to appoint Whitt Harper and Teresa Beale to the Paul D. Camp Local College Board. The vote was 7-0.

A motion was made by Councilman Cheatham with a second from Councilwoman Copeland to appoint Terri Hedgepeth to the Blackwater Regional Library Board of Trustees. The vote was 7-0.

A motion was made by Councilman Cheatham with a second from Councilwoman Copeland to adjourn at 9:07 p.m. The vote was 7-0.

---

**Mayor**

---

**Clerk to City Council**

The Franklin City Council held a Retreat on May 4, 2019 at 8:00A.M. in the 2<sup>nd</sup> floor conference room of City Hall.

**Council Members in Attendance:** Mayor Frank Rabil, Vice-Mayor Barry Cheatham, Bobby Cutchins, Wynndolyn Copeland, Greg McLemore, Linwood Johnson and Benny Burgess.

**Staff in Attendance:** City Manager Amanda Jarratt

**Others in Attendance:** Bobby Tyler and Henri Porter

City Manager Jarratt started by going over the purpose and process for the day. The purpose was to identify, discuss, and prioritize major capital projects and policy's facing the City of Franklin. City Manager Jarratt also reviewed the 2020 Vision Statement for the City of Franklin.

City Manager Jarratt started with an overview of major capital projects that the City of Franklin will need to plan for. Those included HVAC upgrades and replacement to all City buildings. Mrs. Jarratt then provided an overview of the street paving issues throughout the City of Franklin and the paving schedule for FY 2019 and FY 2020. After some general discussion it was determined that the City of Franklin should have an assessment of all City streets done and assigned a grade. This would allow for a strategic approach to the paving of City streets.

City Manager Jarratt then provided an overview of the issues related to Ladder 1. The fire truck is 30 years old and is in need of replacement. The estimated cost of the truck is \$1.5M. Council's direction was to find out if there are any other options to replace the vehicle, how often the vehicle is used, and how low the ISO rating would drop if the vehicle is taken out of service.

City Manager Jarratt then provided an overview of the Monopole situation with City Council. The direction was to pursue a partnership with Community Electric to have them construct the tower at their expense.

City Manager Jarratt then discussed Franklin Power and Light and the need for the AMI system and the expansion of delivery point four. At this point City Council directed Mrs. Jarratt to explore the separation of the electric bills from the water, sewer, and garbage costs. There was some general discussion on the value of Franklin Power and Light and having that value determined.

City Manager Jarratt then explained the current practice for billing for EMS services. Previously the policy set by City Council was to send three bills and no more. Mrs. Jarratt shared that there is currently \$287,841 in bad debt ranging from December 2016-December 2018. Following this discussion Council directed the CM to find out additional information on the bad debt and present it to them in order to make a decision on collections of this debt.

City Manager Jarratt then discussed the recruitment and retention of employees at the City of Franklin. As discussed during the budget work session some departments within the City have received pay increases but there is not an across the board merit based approach to pay increases. There was general discussion amongst City Council about increasing morale and working with the new Director of Human Resources to put together an analysis of similar sized localities and their pay.

The discussion then moved to that of housing throughout the City of Franklin. There was discussion regarding pursuing a CDBG Planning Grant for the area adjacent to the Madison Street grant area. There was discussion amongst Council about match requirements. Council requested the CM to reach out to the State and Federal delegations to express our needs on these housing grants.

City Manager Jarratt stated that there was a new agency handling the weatherization for the City of Franklin. Applications for this program have been posted on the City website and are available at various offices throughout the City.

The subject of the rental inspection committee was discussed. City Council requested this group meet and make a recommendation back to them on how to proceed.

There was discussion about the need for a strategic housing plan for the City of Franklin.

City Manager Jarratt provided an update on the status of the Camp Family Homestead. An RFP will be issued within the next thirty days to obtain realtor services.

The next discussion was regarding the City owned property on Fairview Drive. Someone has expressed interest in purchasing the home that the City owns on Fairview Drive sometimes referred to the “beekeeper” property. The City had plans to tear this down but it has not been included in the budget. After some discussion City Council asked City Manager Jarratt to refer this matter to the Franklin Planning Commission for advice and guidance on the future development of the corridor.

City Council then moved to discussion and prioritization of the items previously discussed throughout the day. During this time it was discussed that City Council should visit each other’s Wards during the day and night in order to understand the condition of each Ward. City Manager Jarratt was instructed to coordinate this.

It was also discussed to develop a list of legislative priorities for the City’s General Assembly delegation as well as Federal delegation.

It was also discussed that City Council should lead by example. Examples of this include a litter pick up on streets and parks with City Council and City employees.

### **Immediate Priorities**

- Southampton County Courthouse project
  - Understand the needs of the project
  - Evaluate and understand costs associated with deficiencies if any at the Franklin Courthouse
- Develop a strategy around the cost of health insurance for City employees
- Schedule two Town Hall meetings to hear ideas and suggestions from citizens
- Schedule field trips within all Wards
- Franklin Power and Light
  - Evaluation of system
  - Evaluate separating the electric bill from the water, sewer, and garbage bill
- Set appointment with State legislators to understand the City’s needs.

- Revisit the hard vs. soft billing policy for EMS services.
- Move the Monopole project forward with Community Electric.
- Move the rental inspection program forward.

#### **6-12 Month Priorities**

- Develop a plan for the future of the Social Services building.
- Develop a plan to replace the failing and aging HVAC systems.
- Meet with the owners of the Bob Williams property and see if that property development can move forward.
- Work on recruitment and retention of employees.
- Focus on a paving plan for the City of Franklin.
- Conduct an organizational review of the City of Franklin employees and operations to ensure we are doing the right things with the right amount of staffing.
- Receive feedback from the Planning Commission regarding the Fairview Drive property.

#### **12-24 Month Priorities**

- Develop a strategic housing plan.
- Seek a planning grant for CDBG projects.
- Discuss the future of the Franklin Airport.
- Focus on waypoint signage.
- Develop a strategy on the ladder truck replacement.

At 12:30P.M. a motion to adjourn was made by Councilman Cheatham with a second by Councilman Burgess. The vote was 6-1; with Councilman Mclemore voting No.

At this point it was mentioned that there had been no discussion of the Southampton County Courthouse and the City of Franklin's Courthouse. Due to the serious nature of this topic and the impact to the City of Franklin budget several Council members requested that the Council go back into session to discuss this topic.

At 12:36P.M. Councilman Mclemore made a motion with a second from Councilman Johnson to go back into session to discuss items associated with the Southampton County Courthouse. The vote was 6-1 with Councilman Cheatham voting No.

At this time the Franklin City Council discussed the Southampton County Courthouse and the ramifications of that project on the City of Franklin budget. City Manager Jarratt explained that she did not have a list of deficiencies at the Franklin Courthouse nor an estimate of what it would cost to repair the Franklin Courthouse. She was instructed to obtain this information prior to June 10<sup>th</sup> if possible at a free or reduced cost.

There was also discussion about a request for a presentation to be given by Dan Crumpler at the May 13<sup>th</sup> City Council meeting. There is currently no vehicle available that allows this kind of request to be granted unless granted by City Council. The consensus of Council was to put Mr. Crumpler on the agenda. City Manager Jarratt was to follow up with him regarding his request.

A motion was made by Councilman Burgess with a second from Councilman Chetham to adjourn at 1:25 p.m. The vote to adjourn was 7-0.



*Growth • Community • Spirit*

FINANCE DEPARTMENT

May 13, 2019

TO: Amanda Jarrett, City Manager  
FROM: Tracy Spence, CPA, Interim Director of Finance  
RE: Unassigned General Fund Balance Evaluation – Effect of Adoption of Budget Amendment 2019-15

General Fund Balance Policy Evaluation

FY 18-19 Revised Budget	\$	24,333,374
Percentage of General Fund Balance		18.41%
Minimum Balance Needed for 15% Policy Compliance	\$	3,650,006
Amount In Excess of Policy Minimum	\$	830,876

If additional information is needed, please advise.

*City of Franklin, Virginia  
Finance Department – 207 W. Second Avenue  
P. O. Box 179, Franklin, Virginia 23851  
(757) 562-8535*



## BUDGET AMENDMENT 2019-15

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2018-2019 City Budget is hereby amended to:

1. appropriate funds to pay for increased Contractual Costs related to ambulance charges due to increased billings and to reallocate appropriations between Salaries Regular & Salaries Overtime due to vacancies in the Fire department;
2. reallocated appropriations between Salaries Regular & Salaries Overtime due to vacancies in the Police department;
3. reallocate appropriations between the departments that fund the Finance Officer salaries & benefits to the cover contractual costs for interim director paid out of Accounting department;
4. recognize additional revenues from PSAP grant and to appropriate such revenue for new use;
5. recognize additional revenues from OBICI Healthcare grant for a Recreation Plan and to appropriate such revenue for new use;
6. recognize additional revenues from donations to the Police department and to appropriate such revenue for new use;
7. appropriate funds to cover Contributions to Community Organizations;
8. reduce budget for funds not to be received by Southampton County related to shared HR staff due to position not being filled until April 2019 and to reallocate appropriations within the department;
9. appropriate funds to cover flood insurance costs;
10. recognize additional revenues from the Department of Behavioral Health & Developmental Services and to appropriate such revenue for new use – local match required;
11. recognize additional revenues from OBICI Healthcare grant for the Sports Court and to appropriate such revenue for new use;
12. recognize additional revenues from Federal & State DSS and to appropriate such revenue for new use – local match required;
13. recognize additional revenues from donations to Foundation Grant fund to appropriate such revenue for new use;
14. appropriate funds from restricted fund balance to pay 2003 QZAB that matured in FY19; and
15. reallocate appropriations between line item accounts in Electric fund to purchase four large padmount transformers.

		2018-2019	AMENDED	INCREASE
	#1	BUDGET	BUDGET	(DECREASE)
100	<b>GENERAL FUND</b>			
	<b>REVENUE</b>			
16040-0002	Ambulance Charges	\$352,800	\$383,867	\$31,067
				\$31,067
	<b>EXPENDITURES</b>			
32100-3190	Contractual Services	\$32,000	\$63,067	\$31,067
32100-1101	Salaries and Wages-Regular	1,271,521	1,239,238	(32,283)
32100-1200	Salaries and Wages-Overtime	124,450	156,733	32,283

				\$31,067
	#2			
100	<u>GENERAL FUND</u>			
	<u>EXPENDITURES</u>			
31100-1101	Salaries and Wages-Regular	\$1,661,526	\$1,591,526	\$(70,000)
31100-1200	Salaries and Wages-Overtime	268,840	338,840	70,000
				\$0
	#3			
100	<u>GENERAL FUND</u>			
	<u>REVENUE</u>			
16040-0002	Ambulance Charges	\$340,000	\$352,800	\$12,800
				\$12,800
	<u>EXPENDITURES</u>			
12430-1101	Salaries and Wages-Regular	\$144,065	93,565	\$(50,500)
12470-1101	Salaries and Wages-Regular	66,335	40,296	(26,039)
12535-1101	Salaries and Wages-Regular	143,937	117,899	(26,038)
12430-1200	Salaries and Wages-Overtime	2,500	0	(2,500)
12470-1200	Salaries and Wages-Overtime	2,000	100	(1,900)
12535-1200	Salaries and Wages-Overtime	2,500	0	(2,500)
12535-1300	Salaries and Wages-Part Time	15,000	0	(15,000)
12430-2100	FICA	16,279	9,543	(6,736)
12470-2100	FICA	5,081	3,089	(1,992)
12535-2100	FICA	12,244	9,082	(3,162)
12430-2210	Retirement-VRS	22,866	11,968	(10,898)
12470-2210	Retirement-VRS	8,041	4,895	(3,146)
12430-2300	Hospitalization/Medical Plans	32,298	14,394	(17,904)
12430-2400	Group Life Insurance	2,357	913	(1,444)
12470-2400	Group Life Insurance	855	514	(341)
12535-8102	Office Furniture & Equipment	3,100	0	(3,100)
12430-3160	Professional Services	52,100	200,100	148,000
12430-3320	Maintenance Service Contracts	29,615	44,615	15,000
12430-5230	Telecommunications	5,182	6,182	1,000
12535-3100	Professional Services-Outsource	24,000	39,000	15,000
12535-5210	Postal Services	31,000	38,000	7,000
				\$12,800
	#4			
100	<u>GENERAL FUND</u>			
	<u>REVENUE</u>			
24040-0014	PSAP Grant	\$268,080	\$328,080	\$60,000
				\$60,000
	<u>EXPENDITURES</u>			
31130-9007	PSAP Grant	\$268,080	\$328,080	\$60,000

				\$60,000
	#5			
100	<u>GENERAL FUND</u>			
	<u>REVENUE</u>			
24040-1805	Obici Healthcare Grant-Rec Plan	\$0	\$5,000	\$5,000
				\$5,000
	<u>EXPENDITURES</u>			
71300-5854	Park & Rec – Opportunity Grant	\$0	\$5,000	\$5,000
				\$5,000
	#6			
100	<u>GENERAL FUND</u>			
	<u>REVENUE</u>			
18990-3041	Donations Police	\$321	\$741	\$420
				\$420
	<u>EXPENDITURES</u>			
31100-5854	K9 Supplies, Training, Healthcare	\$3,500	\$3,920	\$420
				\$420
	#7			
100	<u>GENERAL FUND</u>			
	<u>REVENUE</u>			
16040-0002	Ambulance Charges	\$383,867	\$388,867	\$5,000
				\$5,000
	<u>EXPENDITURES</u>			
11010-5699	Contributions to Community Organizations	\$47,551	\$52,551	\$5,000
				\$5,000
	#8			
100	<u>GENERAL FUND</u>			
	<u>REVENUE</u>			
19020-0008	SoCo Human Resources	\$55,000	\$9,500	\$(45,500)
				\$(45,500)
	<u>EXPENDITURES</u>			
12110-1200	Salaries & Wages-Overtime	\$5,000	\$8,000	\$3,000
12110-1300	Salaries & Wages-Part Time	0	4,845	4,845
12220-1101	Salaries & Wages-Regular	105,009	53,254	(51,755)
12220-1300	Salaries & Wages-Part Time	0	4,100	4,100
12220-2100	FICA	8,106	4,146	(3,960)
12220-2210	Retirement-VRS	13,389	7,139	(6,250)
12220-2300	Hospitalization/Medical Plans	17,904	11,254	(6,650)
12220-2400	Group Life	1,400	720	(680)
12220-2720	Workmen's Compensation	0	250	250
12220-3185	Contracted Expenses – Spending Plans	2,400	3,900	1,500

12220-5230	Telecommunications	2,987	4,487	1,500
12220-5840	Miscellaneous	400	3,000	2,600
12220-6001	Office Supplies	1,000	6,000	5,000
12220-8102	Office Furniture & Equipment	0	1,000	<u>1,000</u>
				<b>\$(45,500)</b>
	<i>#9</i>			
<b>100</b>	<b><u>GENERAL FUND</u></b>			
	<b>REVENUE</b>			
16040-0002	Ambulance Charges	\$395,867	\$401,836	<u>\$5,969</u>
				<b>\$5,969</b>
	<b><u>EXPENDITURES</u></b>			
43200-5303	Insurance-Flood	\$6,000	\$9,907	\$3,907
43700-5303	Insurance-Flood	4,910	6,972	<u>\$2,062</u>
				<b>\$5,969</b>
	<i>#10</i>			
<b>100</b>	<b><u>GENERAL FUND</u></b>			
	<b>REVENUE</b>			
24040-0300	State Infant & Toddler	\$386,696	\$413,079	\$26,383
				<b>\$26,383</b>
52300-5699	Children's Center	\$565,794	\$592,177	\$26,383
				<b>\$26,383</b>
	<i>#11</i>			
<b>200</b>	<b><u>CAPITAL PROJECT FUND</u></b>			
	<b>REVENUE</b>			
24040-1806	Obici Healthcare Grant-Sports Court	\$0	\$50,000	<u>\$50,000</u>
				<b>\$50,000</b>
94000-8125	Playground Equipment	\$50,000	\$100,000	<u>\$50,000</u>
				<b>\$50,000</b>
	<i>#12</i>			
<b>100</b>	<b><u>GENERAL FUND</u></b>			
	<b>REVENUE</b>			
16040-0002	Ambulance Charges	\$388,867	\$395,867	<u>\$7,000</u>
				<b>\$7,000</b>
	<b><u>EXPENDITURES</u></b>			
93100-9253	Transfer to Social Services	\$517,766	\$524,766	<u>\$7,000</u>
				<b>\$7,000</b>

<b>201</b>	<b><u>VIRGINIA PUBLIC ASSISTANCE</u></b>			
	<b>REVENUE</b>			
24040-0102	Categorical Aid-State	\$536,023	\$569,187	\$33,164
33010-0001	Federal VPA Revenue	861,054	863,554	2,500
41050-0100	Transfers from General Fund	517,766	524,766	<u>7,000</u>
				<b>\$42,664</b>
80400-1300	Auxiliary Grants	\$61,555	\$96,555	35,000
86300-1300	Independent Living Fostering Futures	0	5,000	5,000
81700-1300	State Adoption Subsidy	6,624	9,288	2,664
53110-8105	Automobile	25,000	42,300	17,300
87200-1300	VIEW Purchase Serv & Admin	46,163	28,863	(17,300)
				<b>\$42,664</b>
	<b>#13</b>			
<b>220</b>	<b><u>FOUNDATION GRANT FUND</u></b>			
	<b>REVENUE</b>			
18990-3002	Other Donations	\$0	\$500	<u>\$500</u>
				<b>\$500</b>
	<b>EXPENDITURES</b>			
32100-8600	Child Safety Seats	\$564	\$1,064	<u>\$500</u>
				<b>\$500</b>
	<b>#14</b>			
<b>402</b>	<b><u>SCHOOL DEBT FUND</u></b>			
	<b>REVENUE</b>			
41050-0300	Use of Restricted Fund Balance	\$0	\$1,000,000	<u>\$1,000,000</u>
				<b>\$1,000,000</b>
	<b>EXPENDITURES</b>			
40950-9110	Principal Payments	\$602,007	\$1,602,007	<u>\$1,000,000</u>
				<b>\$1,000,000</b>
	<b>#15</b>			
<b>505</b>	<b><u>ELECTRIC FUND</u></b>			
	<b>EXPENDITURES</b>			
20020-8262	New Circuit	\$75,000	38,659	\$(36,341)
20020-8134	Transformers	40,000	76,341	<u>36,341</u>
				<b>\$0</b>

Certified copy of resolution adopted by  
Franklin City Council.

\_\_\_\_\_  
Clerk to the City Council

Agenda  
Franklin City Council  
May 13, 2019



# COMMONWEALTH of VIRGINIA

## Virginia 9-1-1 Services Board

January 24, 2017

Jeffrey D. Stern  
Chairman  
VDEM

Dorothy Spears-Dean  
PSC Coordinator  
(804) 416-6201

Jim Junkins  
Vice Chairman  
Harrisonburg-  
Rockingham ECC

Terry D. Mayo  
Board Administrative  
Assistant  
(804) 416-6197

David A. Von Moll  
Treasurer  
Comptroller

Dear Franklin City PSAP:

Richard C. Clark  
Chief of Police  
City of Galax

I am pleased to advise you that the Virginia 9-1-1 Services Board has approved your FY18 grant request. You have been awarded \* \$138,080 for your Shared Services NG9-1-1 GIS project, Grant ID 18-123. Funding for this grant award will be available beginning July 1, 2017.

Terry Ellis  
Virginia Cable  
Telecommunications  
Association

The Grant Payment Reimbursement Process is described in the PSAP Grant Guidelines. Payment will be made on a reimbursement basis only for allowable project costs. ISP staff has already advised grant awardees of any non-allowable items that were included in their grant applications; however, grant awardees are financially responsible for any non-allowable items that are submitted for reimbursement. If you are unsure whether or not a purchase will be reimbursed, particularly with CAD and NG9-1-1 GIS projects, please consult your Regional Coordinator or me before making the purchase.

Danny Garrison  
Richmond Ambulance  
Authority

Dennis E. Hale  
Chief of Fire & EMS  
Dinwiddie County

All funding requests must be submitted on the Grant Payment Request Form. Invoice(s) that support the amount requested should be attached to the form at the time it is submitted in order for the request to be processed. Furthermore, a Progress Report is required after completion of the first year of the grant award period. When the project is completed, a Grant Closure Form is needed to close out the grant award. Finally, grant payment requests will be held until all required reports are received. This includes annual True-ups, or any other document required by the Board.

Honorable Kevin W. Hall  
Sheriff of the City of  
Covington

Diane Harding  
Verizon Wireless

If you have any questions, please do not hesitate to contact your Regional Coordinator or me via email.

Robert Layman  
AT & T

Congratulations on your grant award!

Anthony McDowell  
Fire Chief  
Henrico County

Sincerely,

Jeffrey T. Merriman  
Verizon Communications

Lee W. Miller III  
Captain  
Virginia State Police

*Lisa Nicholson*

\* \$118,080  
previously  
appropriated

Nelson P. Moe  
CIO - VITA

Lisa Nicholson  
Public Safety Program Manager

*J. Spears*  
5.2.19

Kathleen Seay  
Hanover County

Jolena Young  
Twin County

Megan Peterson  
Office of the Governor



**COMMONWEALTH of VIRGINIA**  
**Virginia 9-1-1 Services Board**

Jeffrey D Stern  
Chairman  
VDEM

David A Von Moll  
Treasurer  
Comptroller

January 24, 2019

Dorothy Spears-Dean  
PSC Coordinator  
(804) 416-6201

Terry D Mayo  
Board Administrative  
Assistant  
(804) 416-6197

**Franklin City PSAP:**

This letter serves as confirmation of the Virginia 9-1-1 Services Board (the "Board") approval of the Franklin City PSAP's NG9-1-1 funding request for costs needed for NG9-1-1 implementation. The amount awarded is listed below and is based on estimated costs and related information contained in the version of your NG9-1-1 Migration Proposal (also listed below) referenced in your funding request:

Mary M Blowe  
Chief Financial Officer  
City of Winchester

Terry Ellis  
Comcast

R Scott Garber  
Fire Chief  
City of Staunton

Danny Garrison  
Richmond Ambulance  
Authority

Dennis E Hale  
Chief of Fire & EMS  
Dinwiddie County

Honorable Kevin W Hall  
Sheriff  
City of Covington

Robert Layman  
AT & T

Jeffrey T Merriman  
Verizon Communications

Lee W Miller III  
Major  
Virginia State Police

Nelson P Moe  
CIO - VITA

Seth Weise  
Sprint

Kelvin Wright  
Chief of Police  
City of Chesapeake

Jolena Young  
Twin County

Shawn Talmadge  
Office of the Governor  
Advisor

<b>PSAP Name and Funding ID</b>	<b>Franklin City NG911-007</b>
<b>Date of Award by the 9-1-1 Services Board</b>	<b>November 8, 2018</b>
<b>End of funding period for your grant award (36 months from date of award unless granted an extension by the Board)</b>	<b>November 8, 2021</b>
<b>NG9-1-1 Deployment – Amount Awarded</b>	<b>\$468,327.86</b>
<b>PSAP preference for Board payment on behalf of PSAP for incurred eligible NG9-1-1 expenses: Yes – Direct payment where possible No – Full reimbursement basis</b>	<b>Yes</b>

<b>Migration Proposal Date</b>	<b>November 1, 2018</b>
<b>Migration Proposal NG9-1-1 Service Provider</b>	<b>AT&amp;T</b>
<b>Contract Vehicle upon which the Migration Proposal is based</b>	<b>Fairfax County contract w/ AT&amp;T</b>
<b>Deadline for executing a contract vehicle with the NG9-1-1 Service Provider listed above (3 months after date of award)</b>	<b>April 10, 2019</b>
<b>Scheduled NG9-1-1 Deployment Window</b>	<b>July 2019 – December 2019</b>

Franklin City PSAP

January 24, 2019

Page Two

Funding awards are non-binding until a locality selects an NG9-1-1 solutions provider by executing a contract. The Board recognizes this is a local decision. If you wish to accept this funding request using the NG9-1-1 solutions provider listed above, the Board expects your locality to execute a contract vehicle with the identified NG9-1-1 solutions provider within three months of the date of your award, unless the Board grants an extension. However, if requested by the PSAP, ISP staff can prepare a migration proposal for a different NG9-1-1 solution provider and the locality can also submit a funding request using this new migration proposal.

The Board is committed to a statewide deployment of NG9-1-1 that is consistent with NENA's i3 standard and reserves the right to add subsequent conditions to your migration proposal and revise the funding award for this purpose. Funding for any additional non-recurring costs related to these conditions will be considered by the Board and you will receive a revised award letter, if approved.

Since NG9-1-1 deployments will be occurring by selective router regions over a multi-year period, portions of your funding may not be immediately available and may be distributed over different fiscal years. The spending plan below is based on your scheduled NG9-1-1 deployment window listed above and in your migration proposal. This plan lays out when approved funding for each category will be available. The goal is to complete all identified NG9-1-1 ready implementation items (CHE equipment and GIS data) at least three months in advance of your PSAP's scheduled deployment time period.

**NOTE: Before contracting for a service or committing any local funding, you should consult this spending plan and coordinate expenditures with your Regional Coordinator. This action will ensure that you will be reimbursed for any local funds spent for items identified in your migration proposal.**

Depending on the preference you selected in your Proposal Acceptance Letter, the Board may pay some of your NG9-1-1 deployment costs on your behalf. If applicable, the specific costs will be identified in your spending plan included in this letter. Payment for the remaining NG9-1-1 deployment costs will be made on a reimbursement basis.



Fiscal Year	Category	Amount	Payer
FY19	CHE i3 Services	\$ 30,000.00	Locality
FY19	CHE Replacement	\$ 150,000.00	Locality
FY19	Text to 9-1-1	\$ 30,000.00	Locality
FY19	Voice Logging	\$ -	N/A
FY19	ECaTS NRC	\$ 1,000.00	Board
FY19	Rack	\$ -	N/A
FY19	Diversity	\$ 183,679.08	Board
FY19	GIS Data	\$ -	N/A
FY20	NG9-1-1 NRC	\$ 4,000.00	Board
FY20	Legacy 9-1-1	\$ 1,542.30	Board
FY20	Monthly Delta	\$ 34,053.24	N/A
FY21	Monthly Delta	\$ 34,053.24	N/A

\* previously appropriated on special 5.2.19

Finally, funding for approved equipment and services may not be immediately available to the PSAP. ISP staff will provide a spending plan, specific to the PSAP's deployment schedule, that details in which year of the deployment period funding will be available to the PSAP.

If you have any questions, please do not hesitate to contact your Regional Coordinator or me via email.

Sincerely,

*Lisa Nicholson*

Lisa Nicholson  
 Public Safety Program Manager



**March 7, 2019**

**Ms. Amanda C. Jarratt  
City Manager  
City of Franklin  
207 West Second Ave.  
Franklin, VA 23851**

**RE: Grant #1085**

**Dear Ms. Jarratt,**

**The Obici Healthcare Foundation is pleased to send you the payment for the Facilitating Community Discussion and Building Consensus to Determine Future Parks and Recreational Opportunities Leading to Better Health Outcomes grant, which starts 3/1/2019 and concludes 2/29/2020. This payment of \$5,000.00 represents 100% of your approved grant.**

**If you have any questions, please give us a call at (757) 539-8810. We wish you continued success with your grant.**

**Sincerely,**

A handwritten signature in black ink that reads 'Annette Beuchler'. The signature is written in a cursive, flowing style.

**Annette Beuchler  
President & CEO**

**Enclosure**

## **Budget Narrative**

Once interested parties are identified by the core group of participants, visioning sessions will be facilitated to build a coalition that will uncover the strengths, weakness, and opportunities in Franklin for wide access to and interest in active recreation with the goal of improving health and rates of active recreation, and decreasing health disparities. It is expected that the project manager will work with the planning consultant used by the Community Development Department to develop outreach strategies and materials, and to assist with visioning sessions.

The proposed \$5,000 available will be used for:

- Expenses incurred by Parks and Recreation staff and outside consultant assistance as necessary for time
- Outreach campaign lead by Parks and Rec staff and consultant, including digital and printed material
- Room rental if necessary for group meetings. Facilities are available within Parks and Recreation Department buildings, but may be held elsewhere as well in smaller venues to permit more personal scale discussions
- Working material for group, including flip charts, copies, refreshments



**OBICI**  
HEALTHCARE  
FOUNDATION

**Project Budget Worksheet**  
(Must be accompanied by Budget Narrative)

Sources of Support	OBICI Healthcare Foundation	Other Sources <sup>1</sup>	In-Kind Support	Total Budget
<b>PROJECT RESOURCES:</b>				
Foundations	5000			5000
Federal/State Grant				0
General Budget				0
Other				0
<b>TOTAL RESOURCES</b>	<b>5000</b>	<b>0</b>	<b>0</b>	<b>5000</b>
<b>PROJECT BUDGET:</b>				
<b>Personnel:</b>				0
Parks and Recreation Department staff 5 hours/month for 9 months @\$20/hour	900			900
Summit Design - planning consultant	2500			2500
				0
				0
				0
				0
				0
				0
				0
				0
<i>Subtotal Personnel</i>	3400	0	0	3400
<b>Other Expenses<sup>2</sup>:</b>				
Printing/Publications	700			700
Media Costs/Advertising				0
Program Supplies	500			500
Office Supplies				0
Postage				0
Utilities/Telephones				0
Space costs - room rental	400			400
Other:				0
				0
<i>Subtotal Other Expenses</i>	1600	0	0	1600
<b>Capital Expenditures (over \$1,000)<sup>3</sup>:</b>				
Office Equipment				0
Furniture & Fixtures				0
Project equipment				0
				0
				0
<i>Subtotal Capital/Start Up</i>	0	0	0	0
Other Expenses:				0
<b>TOTAL PROJECT EXPENSES</b>	<b>5000</b>	<b>0</b>	<b>0</b>	<b>5000</b>

1. If project exceeds one year, attach a worksheet for each individual year and a cumulative summary sheet.
2. Line items listed are a guide. Complete only the necessary items.
3. Capital must be explicitly linked to enhanced programmatic implementation.
4. Identify individually in budget narrative. Additional sources of revenue are encouraged, but not required depending on grant opportunity. Indicate only revenues that are fully committed for this project.

Revised: 06/18

\* Formulas are not guaranteed. Please check carefully prior to submission of budget using this form

**Person completing this budget:** Beth Lewis **Date:** 12/6/2018



# COMMONWEALTH of VIRGINIA

St. Hughes Nelson MD, MBA  
GAMP, FABAM  
Commissioner

DEPARTMENT OF  
BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES  
Post Office Box 19  
Richmond, VA 23218-1199

Telephone (804)-786-3921  
Fax (804)-371-6638  
www.dbhhs.virginia.gov

## CONTRACT MODIFICATION AGREEMENT

Date: May 3, 2019  
Contract No: 720-4515-39  
Modification No: Two (2)  
Issued By: COV/Department of Behavioral Health and Developmental Services (DBHDS)  
Contractor: City of Franklin (Western Tidewater)  
(hereinafter referred to as the Local Lead Agency)  
Commodity: Infant and Toddler Connection of Virginia - Part C

This Modification Agreement is entered into pursuant to the basic contract.

### Description of Modification:

1. DBHDS shall provide a total of ~~\$26,383~~ in one-time additional state funds in accordance with information and data submitted and approved as follows:

#### State General Funds

\$386,696 (Initial State Funding Amount)  
26,383 (Mod. #2 Additional State Funds Added)  
\$413,079 (Total State Funds for FY19)

#### Federal Part C Funds

\$179,098 (Initial Federal Funding Amount)  
-0- (Mod. #2 Additional Federal Funds Added)  
\$179,098 (Total Federal Funds for FY19)

Total Part C Allocation FY19: \$413,079 + \$179,098 = \$592,177.

2. The Contractor shall use these funds in accordance with all requirements and provisions in the above referenced contract to provide additional services.

3. Grant information listed below:

State Fiscal Year (SFY) 2019 Contract #: 720-4515-39  
Name of Local Lead Agency: City of Franklin (Western Tidewater)  
Local Lead Agency DUNS Number: 081759227  
Title: Infant & Toddler Connection  
Federal Awarding Agency: U.S. Department of Education  
Federal Award #: 84.181 Special Education-Grants for Infants & Families with Disabilities  
Federal Award Period: 07 01 2018-06 30 2020

Except for changes provided herein, all other terms and conditions of this contract remain unchanged and in full force and effect.

**CONTRACTOR**

**DBHDS**

By: *Amanda C. Jarratt* By: \_\_\_\_\_  
Signature

*Mary R Brown*  
Signature

AMANDA C. JARRATT  
Name Printed

MARY R BROWN, VCO, UCA  
Name Printed

Title: CITY MANAGER

Title: Senior Contract Officer

Date: MAY 7, 2019

Date: 5/7/2019



**OBICI**  
HEALTHCARE  
FOUNDATION

**Project Budget Worksheet**  
(Must be accompanied by Budget Narrative)

Sources of Support	Obici Healthcare Foundation	Other Sources*	In-Kind Support	Total Budget
<b>PROJECT RESOURCES:</b>				
Foundations	50,000			50000
Franklin Capital Improvements Funds		42,400		42,400
<b>TOTAL RESOURCES</b>	<b>50000</b>	<b>42400</b>	<b>0</b>	<b>92400</b>
<b>PROJECT BUDGET:</b>				
<b>Personnel:</b>				
Sport Court of Virginia - labor		20100		20100
<b>Capital Expenditures (over \$1,000)*:</b>				
Sport Court of Virginia - materials	50000	22300		72300
<b>TOTAL PROJECT EXPENSES</b>	<b>50000</b>	<b>42400</b>		<b>92400</b>

1. If project exceeds one year, attach a worksheet for each inc
  2. Line items listed are a guide. Complete only the necessary items.
  3. Capital must be explicitly linked to enhanced programmatic implementation.
  4. Identify individually in budget narrative. Additional sources of revenue are encouraged. Indicate only revenues that are fully committed for this project.
- \* Formulas are not guaranteed. Please check carefully prior to submission of budget using this form.

**Person completing this budget:**

Clay Hyatt

**Date:**

12/12/2018

Revised: 08/18

**Budget Narrative**

**Project Resources**

A grant from OHF \$50,000

**Additional funding**

Franklin Capital Improvements Budget FY 2018-19 \$20,000

Franklin Capital Improvements Budget FY 2019-20 \$22,400

**Total** \$92,400

**Project Budget**

Sport Court's PowerGame modular safety surface labor \$20,100

**Capital Expenditures**

Sport Court's PowerGame modular safety surface materials \$72,300

**Total Project Expenses** \$92,400

The project includes installation of a PowerGame Sport Court modular floor product as per the estimate attached. The work will be completely done by Sport Court Virginia and managed by City staff.

The City Capital Improvements budget includes money in FY 2018-19 as well as FY 2019-20 for playground improvements. These are the funds that will be tapped to make up the City's contribution to the court renovation. Should funds be made available from International Paper and/or US Soccer Foundation, those funds will replace some part of the Capital Improvements funding from the City, freeing up those funds for playground improvements in other City properties.





*Growth • Community • Spirit*



# Financial Reports

**HIGHLIGHTS – GENERAL FUND**  
For the period ending March 31, 2019

Based on Unaudited Financial Data

## Basis of Reporting

- The information enclosed is the City's Financial Report for the General Fund for the period ending March 31, 2019
- The report contains provisions for most revenue and expenditure accruals.
  - Reflects 9 months of revenues & expenditures in most cases (where noted, the 9<sup>th</sup> month has been estimated) – modified accrual basis of accounting.
- Financial Report presentation is consistent with the department's objectives to:
  - Report timely, relevant, understandable and accurate financial data
  - Promote accountability through monitoring, assessment and reporting.

## Revenue Highlights – Tax Collections

- Overall General Property Tax collections of \$4.65m is comparable to FY18 collections.
- There are five major sources included in General Property Taxes:
  - Real Estate Taxes (Current & Delinquent)
  - Personal Property Taxes (Current & Delinquent)
  - Penalty and Interest on Taxes
  - Public Service Corporation Taxes
  - Machinery & Tools Taxes

## Revenue Highlights – Tax Collections

- Current Real Estate taxes of \$2.71m are at 47.5% of budget and comparable to prior year period collections.
- Delinquent RE taxes of \$177k are at 82.5% of budget and 18.5% lower than prior year period collections of \$217k.
- Current Personal Property taxes of \$1.51m are at 99% of budget and is comparable to prior year period collections.
- Delinquent Personal Property taxes of \$58.5k are at 167.2% of budget and 36.7% higher than prior year period collections of \$42.8k.
- Penalties and Interest of \$103.2k are at 79.4% of budget and 10.9% higher than prior year period collections of \$93.1k.
- Public Service Corporation taxes of \$79.4k are at 106.2% of budget.

# General Property Taxes- Overall

## BUDGET COMPARISON-Cash Basis

REVENUE SOURCE	2018-2019		ACTUAL		BUDGET		2017-2018		ACTUAL		BUDGET	
	BUDGET		Current Year	%	BUDGET	%	BUDGET	%	Prior Year	%		
Real Estate Taxes-Current	\$ 5,710,573	\$	2,709,755	47.5%	\$ 5,421,074	\$	2,697,621	49.8%				
Real Estate Taxes-Delinquent	215,000		177,328	82.5%	220,000		217,473	98.9%				
Personal Property Taxes-Current	1,520,700		1,505,195	99.0%	1,551,897		1,512,935	97.5%				
Personal Property Taxes-Delinquent	35,000		58,520	167.2%	45,000		42,814	95.1%				
Machinery & Tools	20,000		19,483	97.4%	21,050		20,024	95.1%				
Penalties & Interest Taxes	130,000		103,259	79.4%	130,000		93,098	71.6%				
Public Service Corporation Taxes	74,750		79,375	106.2%	68,614		74,698	108.9%				
<b>GENERAL PROPERTY TAX</b>	<b>\$ 7,706,023</b>	<b>\$</b>	<b>4,652,915</b>	<b>60.4%</b>	<b>\$ 7,457,635</b>	<b>\$</b>	<b>4,658,663</b>	<b>62.5%</b>				

Current	\$	4,652,915
Prior Year	\$	4,658,663
Net Change \$		(5,748)
Net Change %		(.12%)

## Local Tax Revenue - (Prior Year Comparison) – Modified Accrual Basis

	Meals Taxes	Lodging Taxes	Cigarette Taxes	Sales Taxes	Total
Mar-19	1,058,181	106,898	232,260	1,432,587	2,829,926
Mar-18	1,116,746	125,944	213,620	1,331,970	2,788,280
Prior Year \$	(58,565)	(19,046)	18,640	100,617	41,646
Prior Year %	-5.24%	-15.12%	8.73%	7.55%	1.49%

At the end of the fiscal year, it is projected that the Local Tax Revenue sources will have a budgeted excess of \$3,235.



# Local Tax Revenue (Budget per Actual Comparison)-(Modified Accrual Basis)

Benchmark – 75%

	FY 18-19 Budget	3/31/2019	% of Budget Realized
Local Sales & Use*	\$ 1,850,000	\$ 1,432,587	77.4%
Cigarette Taxes	\$ 280,000	\$ 232,260	83.0%
Meals Taxes*	\$ 1,480,000	\$ 1,058,181	71.5%
Lodging Taxes*	\$ <u>160,000</u>	\$ <u>106,898</u>	<u>66.8%</u>
<b>Total Local Tax Revenue</b>	<b>\$ 3,770,000</b>	<b>\$ 2,829,926</b>	<b>75.1%</b>

\*prepared on modified accrual basis

At nine (9) months into the fiscal year, meals tax revenue and lodging tax revenue will not meet targeted projections; the total for all local tax revenue sources has a projected excess of \$3,235.

## Revenue & Expenditure Summary – Cash Basis

- General Fund revenue at the end of the period totaled \$16.2 mil and represented 68.3% of the total budget (net of appropriated fund balance); when compared to the prior year period of \$15.6 mil, this is a \$589k increase, primarily attributable to:
 

• Net Permits & Other Licenses-SoCo	\$172k
• Charges for Admin Services-Enterprise Funds	\$179k
• Rental Income for DSS Building	\$ 81k
• Categorical Aid-State	\$ 253k
• Miscellaneous-Sale of Real Estate & Timber in FY2018	\$(152k)
  
- General Fund **expenditures** at the end of the period totaled \$17.6 mil and represented 72.8% of the total budget; when compared to the prior year period of \$17.3 mil, this is a \$305k increase, primarily attributable to:
 

• Southampton County Sheriff's Office-Increase Exp in FY19	\$ 64k
• Police-Vacancy Related Savings	\$( 37k)
• Police-Vehicle Purchase in FY19	\$( 85k)
• E911-EMS Salary Increases in FY19	\$ 84k
• E911-PSAP Grant Expenses in FY19	\$ 119k
• PW Street Maintenance-Capital Expenses Paid in CIP in FY19	\$(129k)
• DSS building repairs in FY19	\$ 65k
• Southampton County timing of industrial corridor sharing payment in FY19	\$ 174k
  
- FY19 Fund Balance Appropriated by Council for planned expenditures at March 31st: **\$559,610**



## General Fund Revenue – Prior Year Comparison – Cash Basis

Account Description	Prior Year Revenue	Budgeted	YTD Revenue	Balance/Excess/Deficit	% Realized	Prior Year Variance Good (Bad)
REAL PROPERTY TAXES	2,915,094	5,925,573	2,887,083	(3,038,490)	48.72%	(28,011)
PUBLIC SERVICE CORPORATION TAXES	74,698	74,750	79,375	4,625	106.19%	4,677
PERSONAL PROPERTY TAXES	1,555,749	1,555,700	1,563,714	8,014	100.52%	7,966
MACHINERY & TOOLS TAXES	20,024	20,000	19,483	(517)	97.42%	(541)
PENALTIES AND INTEREST	93,098	130,000	103,259	(26,741)	79.43%	10,161
OTHER LOCAL TAXES	1,035,976	1,870,000	1,114,235	(755,765)	59.58%	78,258
UTILITY TAXES	427,373	500,000	432,577	(67,423)	86.52%	5,204
BUSINESS LICENSE TAXES	928,720	918,000	863,623	(54,377)	94.08%	(65,097)
BUSINESS LICENSE TAXES - PENALTY	370	500	1,373	873	274.53%	1,003
MOTOR VEHICLE LICENSES	140,529	172,000	141,887	(30,113)	82.49%	1,358
MOTOR VEHICLE LICENSES - PENALTY	16,498	20,000	17,942	(2,058)	89.71%	1,444
BANK STOCK TAXES	-	56,200	-	(56,200)	0.00%	-
TAXES ON RECORDATION AND WILLS	32,978	38,000	38,420	420	101.10%	5,442
CIGARETTE TAXES	213,620	280,000	232,260	(47,740)	82.95%	18,640
LODGING TAXES	111,950	160,000	95,020	(64,980)	59.39%	(16,930)
MEALS TAX	992,663	1,480,000	940,605	(539,395)	63.55%	(52,058)
PROBATE TAXES	3,417	3,100	737	(2,363)	23.77%	(2,680)
PERMITS AND OTHER LICENSES	(20,962)	191,950	150,900	(41,050)	78.61%	171,862
FINES AND FORFEITURES	19,603	35,000	21,456	(13,544)	61.30%	1,853
REVENUE FROM USE OF MONEY	1,225	1,000	773	(227)	77.32%	(452)
REVENUE FROM USE OF PROPERTY	174,120	256,010	269,110	13,100	105.12%	94,990
CHARGES FOR CURRENT SERVICES	12,821	9,600	10,137	537	105.59%	(2,685)
CHARGES FOR OTHER PROTECTION	366,676	486,850	408,641	(78,209)	83.94%	41,964
MISC BILLING SERVICES	1,490	-	1,959	1,959	-	469
CHG FOR SANITATION & WASTE REMOVAL	5,301	8,900	10,327	1,427	116.04%	5,026
CHARGES FOR ADMIN-FUNDS	721,290	1,209,646	900,472	(309,174)	74.44%	179,182
RECREATIONAL FEES	6,539	10,500	3,223	(7,278)	30.69%	(3,316)
MISCELLANEOUS	1,260,197	1,240,687	1,131,167	(109,520)	91.17%	(129,030)
RECOVERED COSTS	142,667	481,885	165,648	(316,237)	34.37%	22,981
NON-CATEGORICAL AID STATE	1,335,859	1,618,897	1,316,408	(302,489)	81.32%	(19,451)
SHARED EXPENSES	99,583	188,811	99,855	(88,956)	52.89%	272
CATEGORICAL AID - STATE	1,565,224	2,817,547	1,819,046	(998,501)	64.56%	253,822
CATEGORICAL AID - FEDERAL GOVERNMENT	47,103	179,098	16,595	(162,503)	9.27%	(30,508)
FUNDS TRANSFERS	1,267,445	1,725,421	1,300,904	(424,517)	75.40%	33,458
<b>General Fund Revenue Subtotal</b>	<b>15,568,938</b>	<b>23,665,625</b>	<b>16,158,211</b>	<b>(7,507,414)</b>		<b>589,274</b>
APPROPRIATED FUND BALANCE BY COUNCIL		559,610				
<b>General Fund Revenue Total</b>	<b>15,568,938</b>	<b>24,225,235</b>	<b>16,158,211</b>	<b>(7,507,414)</b>		<b>589,274</b>

# General Fund Expenditures – Prior Year Comparison – Cash Basis

Department	Prior Year Expenditures	Budgeted	YTD Expenditures	Balance/Excess/Deficit	% Expended	Prior Year Variance Good (Bad)
**CITY COUNCIL **	129,229	145,149	120,788	24,361	83.22%	8,441
CITY MANAGER *****	145,028	246,992	62,377	184,615	74.75%	(39,588)
CITY ATTORNEY *****	126,271	158,609	108,280	50,329	68.27%	17,991
MANAGEMENT SERVICES & HR *****	71,566	175,912	60,382	115,530	34.33%	11,184
COMMISSIONER OF THE REVENUE *****	192,207	196,831	87,332	109,500	69.27%	(4,624)
REAL ESTATE ASSESSOR *****	83,487	74,074	42,326	31,748	57.14%	41,161
CITY TREASURER *****	222,415	335,310	227,287	108,023	67.78%	(4,873)
ACCOUNTING *****	282,004	349,520	314,107	36,530	89.87%	(32,103)
PURCHASING & GENERAL SERVICES*****	43,059	97,165	43,827	53,338	45.11%	(768)
UTILITY COLLECTIONS & BILLING *****	175,694	288,474	186,567	101,907	64.67%	(30,873)
INSURANCE *****	134,219	180,298	144,548	35,750	80.17%	(10,329)
INFORMATION TECHNOLOGY*****	131,873	262,641	116,206	146,435	44.25%	15,666
BOARD OF ELECTIONS *****	81,279	128,434	92,458	35,975	71.99%	(11,180)
CIRCUIT COURT ***	7,662	7,020	7,020	(0)	100.00%	642
GENERAL DISTRICT COURT ***	12,381	20,775	11,808	8,967	56.84%	573
CLERK OF CIRCUIT COURT ***	57,283	60,300	60,296	5	99.99%	(3,013)
SHERIFF'S OFFICE ***	136,691	200,650	200,646	4	100.00%	(63,955)
DISTRICT COURT SERVICE ***	61,407	68,743	33,819	34,924	49.20%	27,588
COMMONWEALTH'S ATTORNEY ***	58,605	65,100	65,093	7	99.99%	(6,488)
WESTERN TIDEWATER REGIONAL JAIL**	921,983	948,013	948,013	-	100.00%	(26,030)
POLICE *****	2,339,274	3,085,539	2,191,850	893,689	71.04%	147,424
E - 911 *****	363,119	1,110,675	571,443	539,232	51.45%	(208,323)
EMERGENCY MANAGEMENT SERVICES ***	1,692,900	2,403,030	1,722,094	680,936	71.66%	(29,194)
BUILDING INSP & CODE ENFORCEMENT***	366,043	500,020	357,432	142,588	71.48%	8,611
ANIMAL CONTROL*****	53,741	104,293	60,008	44,285	57.54%	(6,267)
PUBLIC WORKS-STREET MAINTENANCE*****	995,440	1,295,962	865,643	430,319	66.80%	129,796
PUBLIC WORKS-SNOW REMOVAL***	8,483	13,000	4,098	8,902	31.52%	4,385
PUBLIC WORKS-GARAGE***	167,134	247,142	176,228	70,914	71.31%	(9,094)
BUILDING MAINTENANCE-GENERAL*****	501,560	691,258	485,725	205,533	70.27%	15,835
BUILDING MAINTENANCE-ARMORY***	20,190	-	13,451	(13,451)	-	6,739
BLDG MAINTENANCE-CITY HALL****	160,988	208,771	152,020	56,751	72.82%	8,968
BLDG MAINTENANCE-SOC SERVICES****	55,704	159,145	138,516	20,629	87.04%	(82,812)
BUILDING MAINTENANCE-HEALTH DEPT***	15,847	35,470	17,287	18,184	48.74%	(1,439)
HEALTH DEPARTMENT*****	110,000	110,000	110,000	-	100.00%	-
MENTAL HEALTH*****	-	35,958	35,958	-	100.00%	(35,958)
**CHILDREN'S CENTER**	293,028	565,794	269,789	565,794	0.00%	23,239
RECREATION*****	31,527	395,241	125,451	125,451	68.26%	(3,015)
CEMETERIES*****	-	53,020	18,478	18,478	65.15%	-
SENIOR CITIZENS NUTRITION ***	-	6,659	6,659	-	0.00%	-
LIBRARY*****	32,588	39,862	27,564	12,298	69.15%	5,025
PLANNING AND ZONING*****	222,272	333,941	241,883	92,058	72.43%	(19,611)
BEAUFICATION COMMISSION *****	194,165	273,751	195,572	78,179	71.44%	(1,407)
DOWNTOWN DEVELOPMENT *****	1,946	20,793	985	19,808	4.74%	961
PAYMENTS TO SOUTHAMPTON COUNTY ***	500,000	110,000	73,576	36,425	66.89%	(3,802)
NON-DEPARTMENT MISCELLANEOUS***	52,148	66,000	52,866	26,070	96.28%	(173,930)
TRANSFERS*****	6,004,803	7,562,569	5,994,511	1,568,058	80.10%	(717)
<b>General Fund Expenditure Total</b>	<b>17,327,017</b>	<b>24,225,235</b>	<b>17,631,889</b>	<b>6,594,463</b>	<b>79.27%</b>	<b>(304,872)</b>



# Financial Reports

**HIGHLIGHTS – ENTERPRISE FUNDS**  
**For the period ending March 31, 2019**

Based on Unaudited Financial Data

## Basis of Reporting

- The information enclosed is the City's Financial Report for the Enterprise Funds for the period ending March 31, 2019.
- The report contains provisions for most revenue and expenditure accruals.
  - Reflects 9 months of revenue & expenditures – full accrual basis of accounting.
- Financial Report presentation is consistent with the department's objectives to:
  - Report timely, relevant, understandable and accurate financial data
  - Promote accountability through monitoring, assessment and reporting.

# Airport Fund

- **Revenue Analysis**
  - Fuel sales and airport rental fees are below target with 59.3% of budgeted realized.
- **Expense Analysis**
  - Expenses in the fund are below target with 66% of budget expended (net of capital outlay, depreciation and transfers).
- **Cash Balance**
  - Cash balance in the Airport Fund is \$(1,911).



# Water & Sewer Fund

- **Revenue Analysis**

- Revenue from the sale of water and sewer service charges of \$2.5m at the end of the period is below target at 68.9% of budget.

- **Expense Analysis**

- Expenses in the fund are \$1.3m and below target at 66.7%. Expenses are tracking \$34k higher than the prior year (net of capital outlay, debt service and transfers). Expenses are \$15k higher than prior year in the water division due to well operation maintenance; \$7k lower than prior year in the sewer division due to sewer clean out expenses in prior year; and \$12k higher than prior year in the wastewater division due to sludge disposal and treatment plant supply expenses.

# Water & Sewer Fund - Operating & Capital Cash Balance

Cash balance - \$1,444,702

Month	FY 17-18	FY 18-19
July	\$ 1,652,123	\$ 1,270,905
August	\$ 1,518,399	\$ 1,299,941
September	\$ 1,588,063	\$ 1,532,163
October	\$ 1,586,500	\$ 1,589,778
November	\$ 1,695,279	\$ 1,635,493
December	\$ 1,802,144	\$ 1,634,637
January	\$ 1,475,022	\$ 1,340,036
February	\$ 1,416,362	\$ 1,370,209
March	\$ 1,457,412	\$ 1,444,702
April	\$ 1,529,505	
May	\$ 1,391,374	
June	\$ 1,375,767	

# Solid Waste Fund

- **Revenue Analysis**

- Revenue for the Solid Waste Fund is below target with revenue at \$987k or 70.8% of budget and is comparable to prior year period collections.

- **Expense Analysis**

- Expenses in the fund at \$517k are below target with 69.6% of budget expended (net of capital outlay, depreciation, debt service and transfers) and is below the prior year period expenses of \$561k (net of capital outlay, depreciation, debt service and transfers).



# Solid Waste Fund – Operating & Capital Cash Balance

Cash balance - \$319,666

Month	FY 17-18	FY 18-19
July	\$271,649	\$226,627
August	\$265,937	\$238,139
September	\$275,027	\$250,455
October	\$274,940	\$240,796
November	\$265,379	\$255,153
December	\$257,988	\$282,542
January	\$255,839	\$292,126
February	\$132,974	\$311,695
March	\$142,195	\$319,666
April	\$164,243	
May	\$180,101	
June	\$211,529	

# Electric Fund

- **Revenue Analysis**

- Revenue from energy sales at \$12.2mil is slightly above target at 76.1% of budget; below is a snapshot of prior year billed service revenue, current year budget, actual and % of budget realized:

Account Description	FY18		FY19		% Realized
	Actual March 31	Budget	Actual March 31	Budget	
Sale of Electricity -Fuel Adj	\$ 890,349	\$ 1,572,741	\$ 1,243,301		79.1%
Sale of Electric Energy-Residential	6,738,949	8,573,431	6,533,712		76.2%
Sale of Electricity-Commercial	4,624,615	5,725,949	4,487,737		78.4%
Cycle & Save	(89,273)	119,100	(89,033)		-74.8%
	\$ 12,164,640	\$ 15,991,221	\$ 12,175,717		76.1%

- **Expense Analysis**

- Expenses associated with the sale of energy for the fiscal year was \$8.0mil and is below budget at 60.5% of the total budget (net of capital outlay, depreciation, debt service and transfers). This is higher than the prior year period of 7.8mil primarily due to the VMEA Transmission Peak Shaving True-Up credit in September 2017 of \$544k.

# ELECTRIC FUND - OPERATING & CAPITAL CASH ANALYSIS

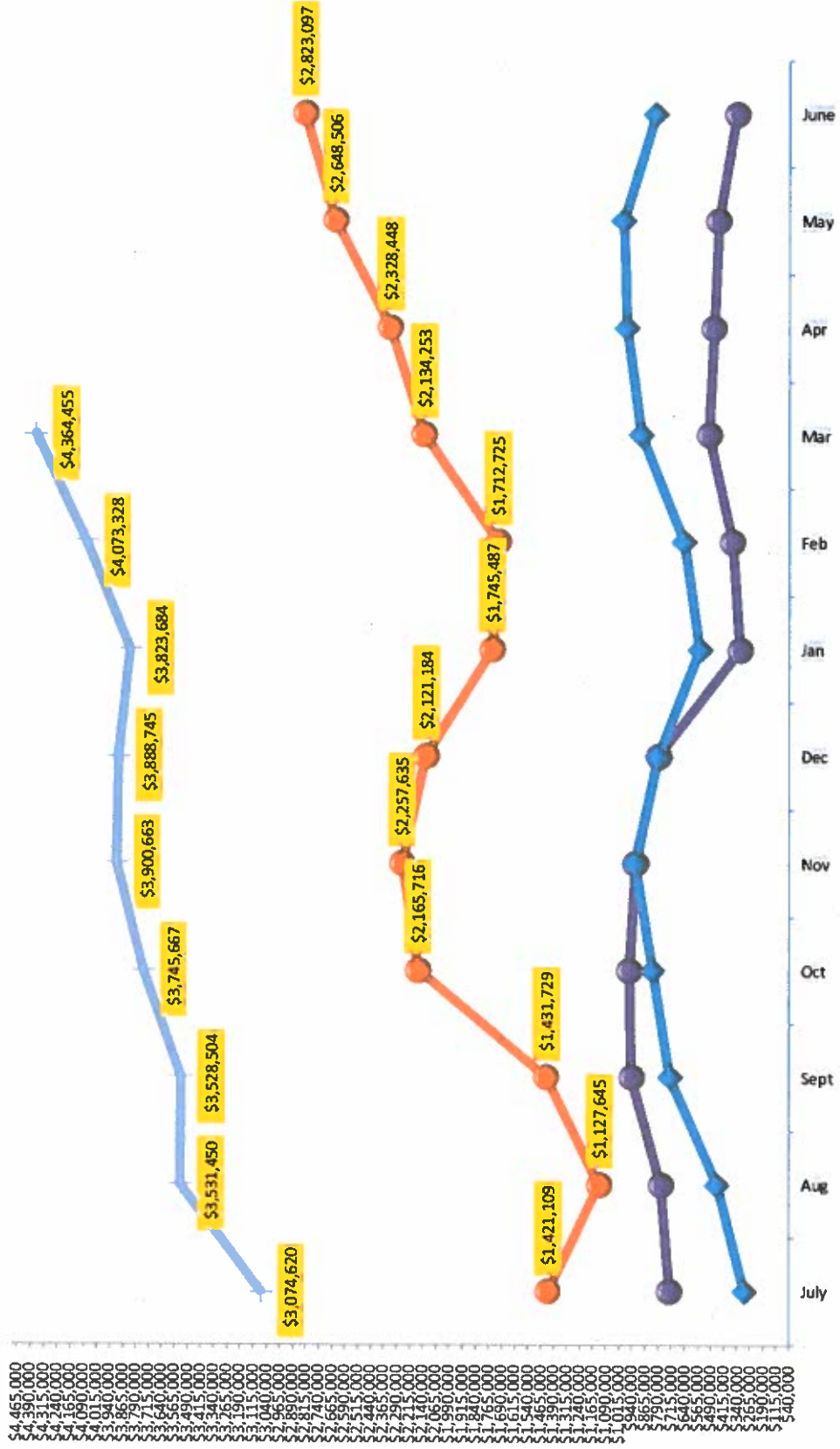
	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2016-2017	FY 2017-2018	FY 2018-2019
7/31	\$ 642,085	\$ 957,000	\$ 724,794	\$ 276,984	\$ 1,421,109	\$ 3,074,620
8/31	\$ 672,538	\$ 1,095,099	\$ 774,246	\$ 453,148	\$ 1,127,645	\$ 3,531,450
9/30	\$ 784,569	\$ 1,220,000	\$ 942,197	\$ 729,003	\$ 1,431,729	\$ 3,528,504
10/31	\$ 904,924	\$ 1,273,878	\$ 956,592	\$ 822,659	\$ 2,165,716	\$ 3,745,667
11/30	\$ 876,767	\$ 1,327,621	\$ 919,275	\$ 922,617	\$ 2,257,635	\$ 3,900,663
12/31	\$ 733,859	\$ 1,284,717	\$ 788,629	\$ 791,600	\$ 2,121,184	\$ 3,888,745
1/31	\$ 438,344	\$ 1,004,954	\$ 322,369	\$ 554,258	\$ 1,745,487	\$ 3,823,684
2/28	\$ 559,511	\$ 805,356	\$ 366,352	\$ 644,526	\$ 1,712,725	\$ 4,073,328
3/31	\$ 803,846	\$ 881,641	\$ 502,204	\$ 888,414	\$ 2,134,253	\$ 4,364,455
4/30	\$ 751,999	\$ 906,867	\$ 474,040	\$ 970,688	\$ 2,328,448	
5/31	\$ 908,047	\$ 968,713	\$ 448,880	\$ 990,559	\$ 2,648,506	
6/30	\$ 882,157	\$ 842,112	\$ 343,328	\$ 807,485	\$ 2,823,097	

Cash in the Electric Fund at \$4,364,455 increased by \$291,127 from the prior month period.

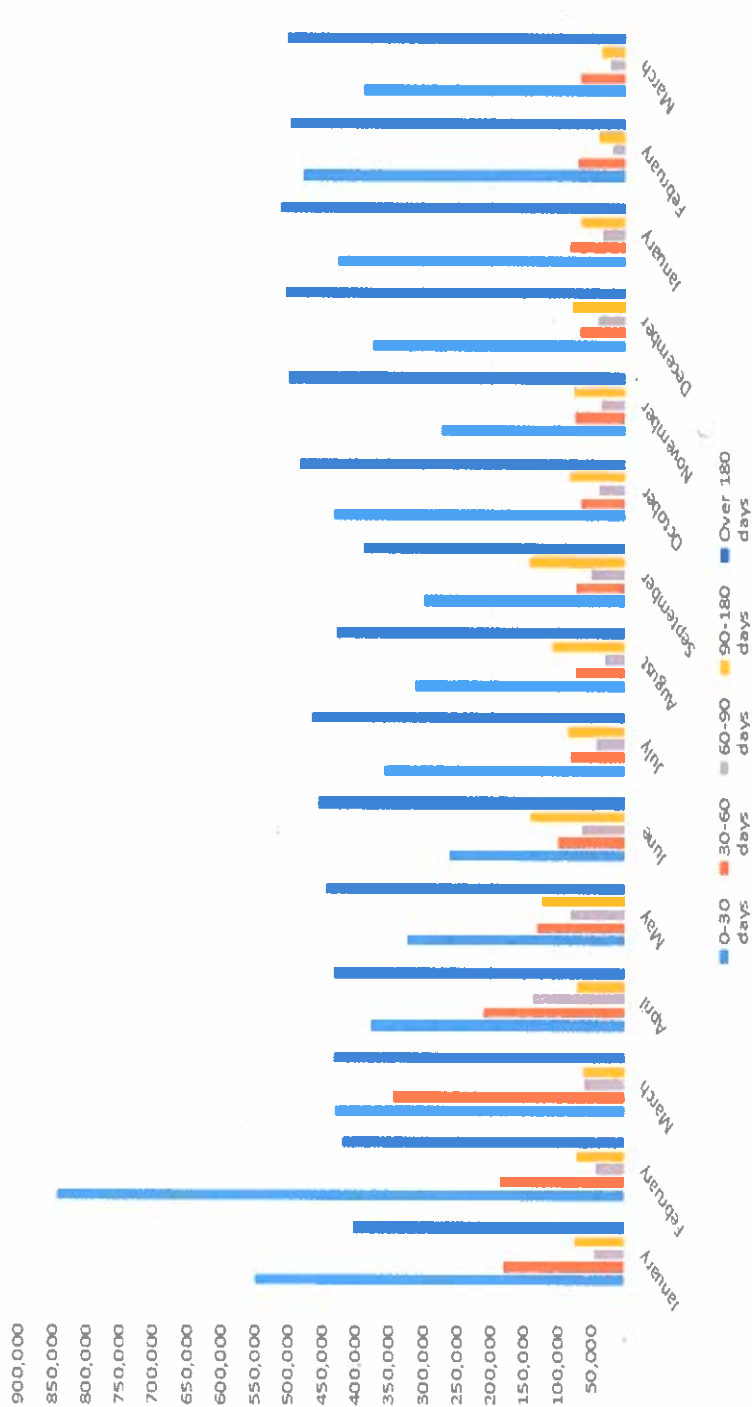
### Policy Evaluation:

Cash is above minimum policy guideline of \$1.494 million by \$2.87 million.

# ELECTRIC FUND CASH ANALYSIS



Electric Accounts Receivable  
Aged Report Chart



The receivables in the “0-30” group has increased which is comparable to prior year. The “90-180” group & “over 180” group has leveled out.





Office of the City Manager  
Amanda C. Jarratt

May 10, 2019

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Budget Adoption FY 2019-2020

**Background**

The City's General Fund has experienced significant challenges over the past several fiscal years. In previous years the general fund budget was balanced utilizing debt service reserve funds obtained when the City of Franklin initially restructured their debt in 2010. These funds were depleted in FY 2015-2016 budget. As was shared in previous budget work sessions, the 2018-2019 budget was balanced utilizing \$286,020 from the water, sewer, and solid waste, and \$677,000 in savings from freezing positions. In prior years, there were valiant and concerted efforts aimed at maintaining the current tax rate. It is acknowledged, however, absent strategic and incremental tax increases paired with growth of the tax base maintaining the levels of services that the citizens of Franklin are accustomed to will not be possible.

Management is presenting a structurally balanced budget in the wake of fiscal challenges which are to a great extent, beyond the City's control. The balanced budget proposal was achieved without eliminating direct services to Franklin residents; but necessitating an increase in the real estate tax rate for the first time since July 1, 2015. The City of Franklin is resilient even with faced with what may appear as insurmountable challenges. Management remains optimistic about Franklin's future and knows that as a team we can move the City of Franklin forward.

The Proposed General Fund budget is a decrease of \$635,229 or 2.62% below the FY 2018-2019 amended budget. The proposed General Fund Budget is \$23,590,006. During recent years, the City has evaluated programs and services and identified ways to improve efficiency without significantly reducing service levels directly impacting residents and customers. Efficiencies have been achieved across all departments and at this point, in order to maintain essential services, an increase in the revenue stream is necessary.

Included in the presented budget are the filling of several long vacant positions which is consistent with the City Council's top priorities. However, please also note that even with the proposed tax revenue increase, staff is not able to recommend full staffing in the Franklin Police Department, E-911 Department, Fire and Emergency Services and Public Works. As mentioned previously a variety of positions have been frozen and positions throughout the City have been eliminated. Level funding for Franklin City Public Schools is included in the draft budget.

As you all are aware Randy Keaton, the Isle of Wight County Administrator called me and notified me that the recalculation for the Isle of Wight revenue sharing area was complete and that the percentage of revenue to be paid to the City of Franklin has increased from 17.8% to 21.8%. As a result of the delay in calculating the percentage Isle of Wight County owes the City of Franklin approximately a net of \$512,000.00 in back payments for FY 17 through FY 19 fiscal years and the estimated amount the City of Franklin will receive on an annual basis will increase from \$720,000 to \$900,000.00 beginning in FY 20. The \$512,000.00 will be put into fund balance increasing our position from 15% to 18.7%. The recurring revenue as well as the increased cost allocation figure should be put into a contingency fund for the Council to direct how to spend moving forward.

In consideration of the aforementioned, management recommended the real property tax rate increase to \$1.03 per \$100.00 of real property valuation for FY 2019-2020. City Council voted to advertise a \$.06 increase which would increase the real estate rate to \$1.05. Despite the increase, the City remains among the lowest city tax rates in the region. A goal of City Council is certainly to minimize the tax burden. Recommending this increase in the tax rate was a very difficult task in this challenging budget year and represents management's concerted effort to balance the budget in accordance with City Council's desire to minimize the tax burden on Franklin property owners. There were a number of factors that contributed to it being very difficult to keep rates and fees as low as possible this year. The justification for the real property tax rate recommendation is detailed throughout the budget proposal that follows with the most significant factors being the desire of Council to no longer rely on funding from the various Enterprise Funds. It is also recommended to increase the meals tax by 0.5% and to increase the cigarette tax by \$0.10. All other tax categories are recommended to remain unchanged.

#### **Needed Action**

Adopt the Budget Resolution and revisit the situation in a few weeks.



# FY 2019 – 2020 Budget Resolution

## Proposed Budget Resolution

### Setting the Tax Rates, Adopting the Budget and Appropriating Funds for FY 2019 – 2020

WHEREAS, it is mandated by law that the governing body of this City adopt a City budget for fiscal planning purposes and fix the respective local tax rates each year and;

WHEREAS, the Franklin City Council has complied with the law by preparing a proposed budget, holding the required public hearings on April 22, 2019 after proper and legal notice and having deliberated;

#### Section I.

*Council does hereby propose to set and adopt, pursuant to Virginia Code Section 58.1-3524, the rate of tax relief at such a level that is anticipated to fully exhaust PPTRA relief funds provided to the City by the Commonwealth as follows:*

Personal Use vehicles valued at \$1,000 or less	Eligible for 100% tax relief
Personal Use vehicles valued at \$1,001 to \$20,000	Eligible for tax relief at 50%
Personal Use vehicles valued at \$20,000 or more	Eligible for tax relief at 50% on the first \$20,000 of value and taxed fully on the balance (down from 52%)

#### THE FOLLOWING TAXES AND FEES ARE PROPOSED TO REMAIN UNCHANGED

Real Estate Tax Rate	\$1.05/\$100 of assessed value
Personal Property & Business Property	\$4.50/\$100 of assessed value
Downtown District Tax Rate	\$0.24/\$100 of assessed value
Machinery & Tools	\$2.00/\$100 of assessed value
Meals Tax	7.0%
Lodging Tax	8.0%
Cigarette Tax	\$0.70 per pack
Ambulance Service Fee:	
Treatment- Without Transport (A0998)	\$380.00
Basic Life Support (BLS) (A0428)	\$450.00
Basic Life Support Emergent (A0429)	\$550.00
Advanced Life Support 1 (ALS1) (A0426)	\$650.00
Advanced Life Emergent (A0427)	\$725.00
Advanced Life Support 2 (ALS2) (A0433)	\$900.00
Mileage Rate to Hospital	\$13.00





Water Service Fees	
	\$14.22 base rate plus \$3.20 per 1,000 gallons per month (metered usage – inside city)
	\$17.98 base rate plus \$3.96 per 1,000 gallons per month (metered usage – outside city)
	\$30.25 base rate per month – (unmetered usage – inside city)
	\$37.57 base rate per month – (unmetered usage – outside city)
	\$19.01 base rate plus \$4.43 per 1,000 gallons per month (metered usage – inside city)
	\$22.94 base rate plus \$5.67 per 1,000 gallons per month (metered usage – outside city)
	\$41.00 base rate per month – (unmetered usage – inside city)
	\$50.95 base rate per month – (unmetered usage – outside city)

Trash Collection Fees	
	\$38.00 per month – (residential – inside city)
	\$76.00 per month – (residential – outside city)
	\$52.61 per month – commercial 1 box
	\$61.90 per month – commercial 2 box

Section II: The following amounts as stated are hereby appropriated in the General Fund for the operation of the City Government and its activities for and during the fiscal year beginning July 1, 2019 and ending June 30, 2020:

### REVENUE SUMMARY – GENERAL FUND

Local	18,062,868
State	3,687,745
Federal	-
<b>Subtotal-Operating Revenue</b>	<b>21,750,613</b>
Other Financial Sources	1,839,393
<b>Total General Fund Revenues</b>	<b>23,590,006</b>



## EXPENDITURE SUMMARY – GENERAL FUND

City Council	150,218
City Manager	243,822
City Attorney	160,372
Management Services & HR	205,026
Commissioner of the Revenue	288,874
Real Estate Assessor	133,764
Treasurer	345,218
Finance	795,097
Insurance	213,171
Information Technology	192,700
Elections	153,122
Judicial Administration	1,352,885
Public Safety	3,707,284
Emergency Management Services	2,506,501
Inspections	560,804
Animal Control	84,488
Public Works- Streets & Snow Removal	1,323,621
Public Works - Garage	215,478
Maintenance of Buildings & Grounds	1,180,454
Health & Welfare	146,958
Recreation	409,291
Cemeteries	61,000
Senior Citizens Programs	45,201
Library	318,880
Planning/Zoning	279,340
Beautification	1,500
Downtown	74,887
Non Dept.: Rev Sharing/Merchant Fees	707,875
<b>Total</b>	<b>15,857,831</b>
Transfer to Capital Project Fund	631,900
Transfer to Other Funds	6,987,985
Reserve – General Fund	112,290
<b>Total General Fund Expenditures</b>	<b>23,590,006</b>



Section III: The following amounts as stated as hereby appropriated in the Water and Sewer Fund for the operation of the Enterprise and its activities for and during the fiscal year beginning July 1, 2019 and ending June 30, 2020:

**REVENUE SUMMARY – WATER & SEWER FUND**

Sale of Water	1,300,000
Sale of Sewer	1,850,000
Miscellaneous	143,000
Use of Unassigned Fund Balance	195,000
<b>Total Water &amp; Sewer Fund Revenue</b>	<b>3,488,000</b>

**EXPENDITURE SUMMARY – WATER & SEWER FUND**

Operating Expense	1,897,076
Debt Service	366,086
Transfer to General Fund – Admin Services & Lieu of Taxes	408,279
Transfer to General Fund – Operational Subsidy	195,000
Transfer to Water & Sewer Capital Fund	621,559
<b>Total Water &amp; Sewer Fund Expenditures</b>	<b>3,488,000</b>

Section IV: The following amounts as stated are hereby appropriated in the Solid Waste Fund for the operation of the Enterprise and its activities for and during the fiscal year beginning July 1, 2019 and ending June 30, 2020:

**REVENUE SUMMARY – SOLID WASTE FUND**

Solid Waste Collection Fees	1,279,481
Fund Balance - Reserves	0
Miscellaneous	4,000
<b>Total Solid Waste Revenue</b>	<b>1,283,481</b>



### EXPENDITURE SUMMARY – SOLID WASTE FUND

Operating Expense	1,006,788
Debt Service	6,448
Transfer to General Fund	270,245
<b>Total Solid Waste Fund Expenditures</b>	<b>1,283,481</b>

Section V: The following amounts as stated are hereby appropriated in the Airport Fund for the operation of the Enterprise and its activities for and during the fiscal year beginning July 1, 2019 and ending June 30, 2020:

### REVENUE SUMMARY – AIRPORT FUND

Airport Rental Fees	52,000
Sale of Gas and Fuel	-
Miscellaneous Revenue	100
State & Federal Aid	101,000
Transfer from General Fund	96,134
<b>Total Airport Fund Revenue</b>	<b>249,234</b>

### EXPENDITURE SUMMARY – AIRPORT FUND

Operating Expenses	123,719
Capital Outlay	-
Transfer to Airport Capital Project Fund	100,000
Transfer to General Fund	25,515
<b>Total Airport Fund Expenses</b>	<b>249,234</b>



Section VI: The following amounts as stated are hereby appropriated in the Electric Fund for the operation of the Enterprise and its activities for and during the fiscal year beginning July 1, 2019 and ending June 30, 2020:

**REVENUE SUMMARY – ELECTRIC FUND**

Revenue from Sale of Energy	14,163,320
Revenue from Fuel Charges	1,221,787
Other Revenue	133,096
Transfer from Fund Balance	205,000
<b>Total Electric Fund Revenue</b>	<b>15,723,203</b>

**EXPENDITURE SUMMARY – ELECTRIC FUND**

Fuel Adjustment	1,258,241
Energy for Resale	9,662,035
Operating Expenses	1,780,933
Capital Improvements	476,166
Debt Service	249,785
Capital Reserve Lease	22,594
Transfer to Electric Capital Project Fund	0
Transfer to General Fund – Admin Services & Lieu of Taxes	629,056
Transfer to General Fund – Operational Subsidy	1,644,393
<b>Total Electric Fund Expenses</b>	<b>15,723,203</b>

Section VII: The following amounts as stated are hereby appropriated in the Social Services Fund for the operation of the fund and its activities for and during the fiscal year beginning July 1, 2019 and ending June 30, 2020:

**REVENUE SUMMARY – SOCIAL SERVICES FUND**

State Revenue	617,498
Federal Revenue	904,228
Transfer from General Fund	484,396
<b>Total Social Services Fund Revenue</b>	<b>2,006,122</b>



**EXPENDITURE SUMMARY – SOCIAL SERVICES FUND**

Social Services Expenses	2,006,122
<b>Total Social Services Expenses</b>	<b>2,006,122</b>

Section VIII: The following amounts as stated are hereby appropriated in the Comprehensive Services Act Fund for the operation of the fund and its activities for and during the fiscal year beginning July 1, 2019 and ending June 30, 2020:

**REVENUE SUMMARY – COMPREHENSIVE SERVICES ACT FUND**

State Revenue	121,699
Transfer from General Fund	49,686
Use of Fund Balance	26,885
<b>Total Comprehensive Services Revenue</b>	<b>198,270</b>

**EXPENDITURE SUMMARY – COMPREHENSIVE SERVICES ACT FUND**

Mandated Services	146,362
Local Medicaid Match	-
Administrative Services	51,908
<b>Total Comprehensive Services Expenses</b>	<b>198,270</b>

Section XI: The following amounts as stated hereby appropriated in the Education Fund (Schools, Cafeteria, & Textbook) for the operation of the funds and its activities for and during the fiscal year beginning July 1, 2019 and ending June 30, 2020:

**REVENUE SUMMARY – EDUCATION FUNDS**

Local Revenue	60,000
Cafeteria Fund (State, Federal, & Local)	856,133
Textbook Fund (State, Federal, & Local)	94,941
State	8,366,245
Federal	2,426,304
Transfer from General Fund (Base)	5,037,395
<b>Total School, Cafeteria, &amp; Textbook Revenue</b>	<b>16,841,018</b>



### EXPENDITURE SUMMARY – EDUCATION FUNDS

Cafeteria Fund Expenses	856,133
Textbook Fund Expenses	94,941
School Operating Fund Expenses	15,889,944
<b>Total School, Cafeteria, &amp; Textbook Expenses</b>	<b>16,841,018</b>

Section X: The following amounts as stated are hereby appropriated in the Debt Service Fund for the operation of the fund and its activities for and during the fiscal year beginning July 1, 2019 and ending June 30, 2020:

### REVENUE SUMMARY – DEBT SERVICE FUND

Transfer from General Fund – General Debt	415,717
Transfer from General Fund – School Debt	676,651
Interest Income – School Debt	42,000
<b>Total General &amp; School Debt Revenue</b>	<b>1,134,368</b>

### EXPENDITURE SUMMARY – DEBT SERVICE FUND

General Fund Debt Service	415,717
School Debt Fund	718,651
<b>Total General &amp; School Debt Expenses</b>	<b>1,134,368</b>



Section XI: The following amounts as stated are hereby appropriated in the Economic Development Fund for the operation of the fund and its activities for and during the fiscal year beginning July 1, 2019 and ending June 30, 2020:

### REVENUE SUMMARY – ECONOMIC DEVELOPMENT FUND

Program Fees & Rental Income	119,000
Transfer from General Fund – Joint Activity	125,000
Transfer from General Fund – Operating Appropriation	103,005
<b>Total Economic Development Fund</b>	<b>347,005</b>

### EXPENITURE SUMMARY- ECONOMIC DEVELOPMENT FUND

General Operating Cost	222,005
Payment to Joint Economic Development	125,000
<b>Total Economic Development Fund</b>	<b>347,005</b>

Section XII: The following amounts as stated are hereby appropriated for the FY 2019-2020 Capital Budget as presented in the City Capital Improvement Plan:

### FUNDING SERVICES

<b>CASH</b>	
Donation	400,000
General Fund Transfer	631,900
Solid Waste Fund Transfer	0
Water & Sewer Fund Transfer	621,559
Airport Fund Transfer	100,000
Electric Fund Transfer	0
<b>Subtotal – City Cash</b>	<b>1,753,459</b>
Federal, State, & Grant Funds	215,000
<b>Subtotal – Cash (All Sources)</b>	<b>1,968,459</b>
<b>Debt Financing</b>	
Leases	1,275,000
Energy Efficiency Debt	0
Go Debt – Electric	0
<b>Subtotal – Debt Financing</b>	<b>1,275,000</b>
<b>Total CIP Funding</b>	<b>3,243,459</b>





**CAPITAL IMPROVEMENT PLAN BY FUND**

General Fund	2,291,900
Solid Waste Fund	230,000
Water & Sewer Fund	621,559
Electric Fund	-
Airport Fund	100,000
<b>Total CIP Expenditures</b>	<b>3,243,459</b>

**Section XIII: AUTHORIZATION & LIMITATIONS**

A. The City Manager is authorized to transfer budgeted amounts within departments up to \$20,000. Expenditures over the original budget of any department or transfers over \$20,000 must be approved by City Council.

B. No amount between funds nor any contingency appropriation may be transferred within any fund without approval from the City Council. In addition, no appropriation for the Reserve-General Fund can be spent nor transferred without the express authority of Council.

EFFECTIVE DATE: The budget hereby adopted and the respective tax rates and fees so fixed shall be effective July 1, 2019.

DONE THIS day of May, 2019, in the CITY OF FRANKLIN, VIRGINIA

\_\_\_\_\_  
 Frank M. Rabil, Mayor

ATTEST: \_\_\_\_\_  
 Amanda C. Jarratt, City Manager



Office of the City Manager  
Amanda C. Jarratt

May 10, 2019

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Electric Rate Ordinance

**Background**

As noted, based upon information provided to the City by Dominion Virginia Power to date, electric utility user fees will see no increase in the retail rate for the third year in a row. Be advised that Dominion continues to evaluate its rate structure with final action expected in June, 2019. Any significant change will impact upon the City's rates going forward and potentially result in future adjustments to be considered by City Council. Alternatively, any Dominion change that reduces the rate would result in additional revenue that could be designated for capital needs now that reserves have met minimum policy requirements for the first time since prior to 2010.

Fortunately for customers, we also anticipate Dominion to decrease the fuel surcharge per month on usage. It is important to remember that the City has no input on this adjustment and customers alternatively benefited from a significant reduction in the fuel surcharge in the two years prior. This increase will be reflected in the May billing cycle.

It is further recommended that the City continue to evaluate and develop long range operational and management strategies for all utility fund categories that will improve efficiency and policy implementation. To avoid or minimize rate increases of all types, the City must continually scrutinize its operations and develop plans for future service provision. This process includes a comprehensive periodic study of rates and charges and peer comparison analysis.

**Needed Action**

Adopt the Electric Rate Ordinance as presented.



## City Ordinance 8-14(a) Has No Proposed Increase for Electrical Rates

### Proposed Motion

The Council of the City of Franklin does ordain that the Franklin City Code 8-14 (a) shall maintain the current monthly electrical rates (FY 19-20 rates) for the non-fuel charge component for the kWh energy charge and the kW demand charge for all billings after July 1, 2019 in the following categories of users:

Sec. 8-14. Electrical rates and deposits.

(a) The following monthly electrical rates are hereby established for the following category of users:  
Residential Rate – “Schedule RS-401”:

	<u>July 1, 2018</u>	<u>July 1, 2019</u>
A. Basic Customer Charge:	\$7.98	\$7.98
B. Plus kWh Charge	\$0.10851	\$0.10851
C. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.		

**Small General Service Rate – “Schedule SGS 405” :**

	<u>July 1, 2018</u>	<u>July 1, 2019</u>
A. Basic Customer Charge:		
Single Phase	\$12.61	\$12.61
B. Plus kWh Charge:	\$0.08939 per kWh	\$0.08939 per kWh
C. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.		



**Small General Service Rate – “Schedule SGS 406” :**

A.	Basic Customer Charge:	<u>July 1, 2018</u>	<u>July 1, 2019</u>
	Three Phase	\$22.42	\$22.42
B.	Plus kWh charge:	\$0.08939 per kWh	\$0.08939 per kWh

C. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.

**Medium General Service-I Rate– “Schedule MGS-I 451/551” :**

A.	Basic Customer Charge:	<u>July 1, 2018</u>	<u>July 1, 2019</u>
	Single Phase	\$49.50	\$49.50
B.	Plus kWh Charge:	\$0.07320 per kWh	\$0.07320 per kWh
C.	Plus kW Demand Charge:	\$6.80 per kW	\$6.80 per kW

D. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.

**Medium General Service-I Rate – “Schedule MGS-I 453/553” :**

A.	Basic Customer Charge:	<u>July 1, 2018</u>	<u>July 1, 2019</u>
	Three Phase	\$99.00	\$99.00
B.	Plus kWh Charge:	\$0.07320 per kWh	\$0.07320 per kWh
C.	Plus kW Demand Charge:	\$6.80 per kW	\$6.80 per kW

D. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.



**Medium General Service-D Rate – “Schedule MGS-D 404/504” :**

A.	Basic Customer Charge:	<u>July 1, 2018</u>	<u>July 1, 2019</u>
	Single Phase	\$45.00	\$45.00
B.	Plus kWh Charge:	\$0.04846 per kWh	\$0.04846 per kWh
C.	Plus kW Demand Charge:	\$14.97 per kW	\$14.97 per kW

D. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.

**Medium General Service-D Rate – “Schedule MGS-D 407/507” :**

A.	Basic Customer Charge:	<u>July 1, 2018</u>	<u>July 1, 2019</u>
	Three Phase	\$90.00	\$90.00
B.	Plus kWh Charge:	\$0.04846 per kWh	\$0.04846 per kWh
C.	Plus kW Demand Charge:	\$14.97 per kW	\$14.97 per kW

D. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.

**Large General Service Rate – “Schedule LGS 403/503” :**

		<u>July 1, 2018</u>	<u>July 1, 2019</u>
A.	Basic Customer Charge	\$247.50	\$247.50
B.	Plus kWh Charge:	\$0.04417 per kWh	\$0.04417 per kWh
C.	Plus kW Demand Charge:	\$16.39 per kW	\$16.39 per kW

D. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.



**Municipal Service Rate – “Schedule MS 408” :**

A.	Basic Customer Charge:	<u>July 1, 2018</u>	<u>July 1, 2019</u>
	Single Phase	\$16.50	\$16.50
B.	Plus kWh Charge:	\$0.09833 per kWh	\$0.09833 per kWh
C.	Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.		

**Municipal Service Rate – “Schedule MS 409” :**

A.	Basic Customer Charge:	<u>July 1, 2018</u>	<u>July 1, 2019</u>
	Three Phase	\$26.13	\$26.13
B.	Plus kWh Charge:	\$0.09833 per kWh	\$0.09833 per kWh
C.	Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.		

**Church and Synagogue Rate – “Schedule CS 418” :**

A.	Basic Customer Charge:	<u>July 1, 2018</u>	<u>July 1, 2019</u>
	Single Phase	\$12.38	\$12.38
B.	Plus KWH Charge:		
	First 3000 kWh	\$0.10367 per kWh	\$0.10367 kWh
	Excess over 3000 kWh	\$0.15355 per kWh	\$0.15355 per kWh
C.	Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.		



**Church and Synagogue Rate – “Schedule CS 419, 429, 440” :**

A.	Basic Customer Charge:	<u>July 1, 2018</u>	<u>July 1, 2019</u>
	Three Phase	\$22.00	\$22.00
B.	Plus KWH Charge:		
	First 3000 kWh	\$0.10367 per kWh	\$0.10367 per kWh
	Excess over 3000 kWh	\$0.15355 per kWh	\$0.15355 per kWh

B. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.

**OUTDOOR LIGHTING SERVICE**

**Rate Schedule: OLS**

<b>High Pressure Sodium</b>	<u>July 1, 2018</u>	<u>July 1, 2019</u>
100 Watt	\$11.00 per month	\$11.00 per month
150 Watt	\$13.50 per month	\$13.50 per month
250 Watt	\$18.75 per month	\$18.75 per month
400 Watt	\$28.00 per month	\$28.00 per month
1,000 Watt	\$44.00 per month	\$44.00 per month

**Metal Halide**

1,000 Watt	\$39.25 per month	\$39.25 per month
------------	-------------------	-------------------

**GIVEN** under our hands this **13th** day of **May 2019**.

\_\_\_\_\_  
Frank M. Rabil, Mayor

Attest: \_\_\_\_\_  
Amanda C. Jarratt, City Manager



Office of The City Manager  
Amanda C. Jarratt

May 8, 2019

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Repair Tech Property Acquisition

**Background**

As announced on May 9<sup>th</sup> by Franklin Southampton Economic Development Inc. Repair Tech has committed to investing \$1M in the City of Franklin and constructing a new facility in Pretlow Industrial Park. The attached Performance Agreement outlines Repair Tech's commitment to the City of Franklin and the City of Franklin's commitments to the company. Once the Performance Agreement is executed we can move toward taking the necessary steps to close on the real estate transaction.

**Needed Action**

Authorize execution of the Performance Agreement with Repair Tech.



## **PERFORMANCE AGREEMENT**

This Performance Agreement (the "Agreement") is made and entered into as of the 13th day of May 2019 by and between the City of Franklin, Virginia (the City), acting by and through the Franklin City Council and REPAIRTECH, L.L.C. a Virginia Limited Liability Company, with its principal office located at 1601 Carrsville Hwy Franklin, VA 23851 (the "Company").

**WHEREAS**, the Company is acquiring certain real property from the City of Franklin located in Pretlow Industrial Park, containing sixteen acres, more or less, (the "Site"), for the construction of a warehouse and fabrication facility (the "Facility") for the repair and maintenance of certain equipment for various industrial clients (the "Project"). The Company contemplates an investment in the City of Franklin in land, buildings, and equipment of One Million Dollars (\$1,000,000.00) within forty-eight (48) months of the acquisition of the Site.

**WHEREAS**, the City has determined that the proposed Project will benefit the residents of the City of Franklin by stimulating local commerce and trade, providing additional markets, increasing employment, and providing substantial direct tax revenues; and

**WHEREAS**, the parties hereto acknowledge that the participation of the City is for the benefit of the residents of the City and therefore the Company recognizes its obligation to employ residents of the City when possible; and

**WHEREAS**, the parties hereto wish to articulate and pledge their mutual commitments to one another.

**NOW, THEREFORE**, for and in consideration of the mutual covenants contained herein, and other good and valuable consideration, the parties agree as follows:

**ARTICLE I  
OBJECTIVES**

1.1 The parties hereby agree that, in consideration of the Company undertaking the Project with its employment opportunities, investment, tax revenues and utility revenues in the City, the City intends to provide the respective incentives set forth herein.

1.2 The Company hereby agrees that in consideration of the provision of said incentives, it intends to develop and maintain the Project in the City in accordance with the terms hereof and undertake reasonable efforts to employ residents of the City.

1.3 It is further acknowledged that the Company may qualify for incentive grants from the Commonwealth of Virginia pursuant to Virginia Code Sections 59.1-547 and 548 in addition to the incentives set forth below available from the City through its Enterprise Zone Ordinance, Section 28.6-1, et seq.

**ARTICLE II  
THE COMPANY'S COMMITMENTS**

2.1 The Company proposes, subject to the performance by the City of their commitments set out in this Performance Agreement, and the successful award of certain other incentives from the Commonwealth of Virginia, to develop the Project in Pretlow Industrial Park in Franklin, Virginia.

2.2 In consideration of the performance by the City of their Commitments set out in Article III, the Company proposes that the Project will result in the following:

Acquisition period ends June 30, 2023 and issuance of Certificate of Occupancy, assumed to be July 1, 2023. Maintenance period begins July 1, 2023 and ends June 30, 2028.

(i) An investment in land, buildings, and equipment of not less than One Million Dollars (\$1,000,000.00) within forty-eight (48) months of acquisition of the site and maintenance of such land, buildings and equipment for a period of five (5) years (the "Maintenance Period") commencing on the date of issuance of the Certificate of Occupancy for The Facility, and

2.3 The Company proposes to comply in all material respects with all federal, state and local requirements related to the Project, including the provision of financial and other documentation in connection with all incentive programs as described in this Performance Agreement.

2.4 The Company acknowledges that there are applications and other forms to be completed and statutory and guideline requirements to be met for the Company to qualify for various incentives set out herein and that there may be penalties for failure to perform.

2.5 The Company acknowledges that if its Commitments contained in Article II, 2.2 of this Performance Agreement are not met, all or a portion of the incentives proposed by the City for the Project pursuant to Article III of this Agreement may be forfeited as set out in Article IV.

### **ARTICLE III THE CITY'S COMMITMENTS**

3.1 The City, acting by and through the City Council, acknowledges that certain commitments are hereby made to the Company to induce it to develop the Project in the City of Franklin, Virginia.

3.2 The City, pursuant to statutory authority, proposes to provide the following assistance in support of the Project:

(i) A discounted price of City owned property. Seven (7) acres of property will be donated to the project with the remaining property purchased at a total cost of \$3,000 per acre for a total of \$28,000.00.

(ii) Pursuant to City Code Section 28.6-6 (F) if the business makes an investment in building improvements and land and machinery and tools equaling a minimum of \$150,000 and creates new employment for at least 5 people, then the City Staff will provide in-kind services

for fast-track review of the Company's site plans and provide written comments in not more than seven working days.

(iii) Pursuant to City Code Section 28.6-6 (E) if the business makes an investment in building improvements and machinery and tools equaling a minimum of \$500,000 and creates new employment for at least 1 person then the City will rebate all permit fees, plan review fees and land use development fees due to the Department of Community Development and all utility connection fees due to the Department of Power and Light and/or the Department of Public Works.

3.3 The City acknowledges that the Company's acquisition of the Site for the Facility shall be subject to obtaining all zoning, subdivision and building approvals required to permit the Company's intended uses of the Site and the construction of the Project.

#### **ARTICLE IV MISCELLANEOUS**

4.1 The parties agree to execute and deliver such additional instruments and documents, provide such additional financial or technical information, and to act with due diligence and good faith to comply with the terms of this Performance Agreement, and to work together in a mutually supportive manner to accomplish the realization of the Project.

4.2 The terms of this Performance Agreement shall be subject to the approval of the Franklin City Council and the Company's Board of Directors.

4.3 All communications and notices regarding this Performance Agreement shall be delivered by registered first class mail, postage prepaid, or by nationally recognized courier for delivery on the next business day, or by telecopy (with such telecopy to be promptly confirmed in writing sent by mail or overnight courier as aforesaid) as follows:

CITY OF FRANKLIN

City Manager  
Amanda C. Jarratt  
207 W. Second Avenue  
Franklin, Virginia  
[ajarratt@franklinva.com](mailto:ajarratt@franklinva.com)

REPAIR TECH, L.L.C.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IN WITNESS WHEREOF, the Company has caused its name to be hereunto subscribed by its \_\_\_\_\_, and the City has caused its name to be hereunto subscribed by the City Manager, as of the date hereinabove written.



Office of the City Manager  
Amanda C. Jarratt

May 8, 2019

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: School Board Appointments Ward 2, Ward 5, and Ward 6

**Background**

The Ward 2 and Ward 5 representatives are up for re-appointment to another 3 year term. In Ward 6 Mr. Bob Holt has relocated out of his current Ward. City Council needs nominations to fill his unexpired term. The term will expire June 30, 2021.

**Needed Action**

Provide guidance on next steps based on nominations received.



Office of The City Manager  
Amanda C. Jarratt

May 8, 2019

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Edmonds Update

**Background**

Please see the monthly Edmonds update below:

- Real Estate bills will be sent on Friday May 10<sup>th</sup> unless other unforeseen issues arise.
- Staff is working on getting personal property supplements done so they can be billed,
- WIPP update will be given to staff on Thursday May 9<sup>th</sup>. As of Thursday, May 2<sup>nd</sup> Edmonds hadn't received an update from the bank.
- Staff is in the process of obtaining a prioritized list of items put in a spreadsheet for review, with estimated completion dates. This should be available no later than May 9<sup>th</sup>.

**Needed Action**

None.



May 7, 2019

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: City Manager's Report

### **Open Positions Update**

- Director of Parks and Recreation discussions will begin again now that budget discussions are being finalized on May 13, 2019.
- The advertisement of the Fire Chief position is posted to the City website and VML.
- The Police Chief process is ongoing.

### **Budget Process**

- May 13, 2019 City Council Considers Action on FY 2019-2020 Budget, Sets Tax Rates and Adopt Budget Resolutions.

### **General Update**

- Medic 2 has been taken out of service due to needed repairs.
- City staff is working on a variety of items as a follow up the retreat held on May 4<sup>th</sup>.
- City Council will host two town hall style meetings on May 23<sup>rd</sup> and June 11<sup>th</sup> at the Workforce Development Center at Paul D. Camp Community College beginning at 7:00 p.m.

### **Upcoming Community Events**

- The City of Franklin in conjunction with Blackwater Community Events will have a July 3<sup>rd</sup> celebration. Due to sponsorships from private businesses the City of Franklin will have a fireworks display at 9:00 p.m. on July 3<sup>rd</sup>.